

## IEK – TEMPLATE: MECHANICAL ENGINEERING CANDIDATES

### Part 1

#### Training and Experience Report (T & E) Template

- i. The cover page should show the following information:
  - a. Title of the submission – in this case, Training and Experience Report
  - b. To whom the document is addressed to, i.e, the Honorary Secretary, Institute of Engineers of Kenya
  - c. Name, address, and telephone/email contacts of the candidate/author
  - d. The Month/year of submission.
- ii. The declaration and certification to be on one page. The Registration number/status of the certifying Engineer should be clearly stated.
- iii. There should be no inclusion of a contents page, acknowledgement or an introduction.
- iv. **A brief summary of Training and Experience** to be in the format as shown below and in chronological order of the years starting with period spent in the University:

Period (month / year)	Position and Institution	Brief Description of Activities	Supervisor	Duration (months)
mm/yy - mm/yy	Student Xxx University			60 months
<b>Total Duration</b>				

Note: The total duration to be indicated is for post—graduate training i.e. less the time spent at the University

- v. **Summary of Time Utilization** in the Engineering fields (Derived from above table)

Description	Time (Months)
On the Job training (excluding university attachments)	
Engineering Design	
Operations and Maintenance	
Installation and Construction Supervision	

Project Management	
Technical sales	
Engineering Research *including post-graduate studies such as Masters' Degree / PhD or other job-related research	
Lecturing, Teaching or Technical training	
Other: specify	
Total Time spent (months)	

The total Time spent in the above summary of time utilization should be equal to the total duration in the summary of Training and Experience.

vii.

**vi. Detailed Report on Training and Experience**

From the above Summary of Training and Experience, prepare a detailed Technical Report narrative starting with the University Education and in chronological order. There should be no gaps in this report and dates/months should not overlap. For periods when not in employment or gainfully engaged, indicate so. The report should be concise with experience gained, challenges experienced, solutions offered and lessons learnt, if any, explicitly described.

vii. **Specialized Training Courses or Workshops** attended, in the format shown below:

Year	Course Title / Workshop And Institution/Location	Organizer / Sponsor	Certificate Awarded	Learning outcomes / Contributions	Duration (days or Months)
------	---	------------------------	------------------------	---	---------------------------------

viii. Submit the current organogram, showing name and position of the candidate in the Organization's administrative structure. This is to demonstrate the level of responsibility of the candidate in the firm as an engineer. If previous one or two organograms are considered relevant, they may be attached.

ix. Attach copies of Graduate certificate with the Engineers Board of Kenya (EBK) and University degree. No transcripts are required. You may also attach other relevant specialized course / training certificates obtained under (vii) above.

x. The report should be neatly bound preferably in spiral for legibility and storage in shelves/archives. The font to be Times New Roman 12pt single spacing and to be printed on both sides of the paper. The Table Fonts may be reduced to 10pt Times New Roman.