

NOTES AND RULES FOR PROFESSIONAL INTERVIEW

AGRICULTURAL ENGINEERING

(EBK/R&L/NRPI/05)

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1.0 THE PROFESSIONAL INTERVIEW

1.1 Purpose of the Professional Interview

The Professional Interview is primarily intended to be a means by which the graduate engineer can show that he/she has achieved the desired level of experience, maturity of judgement and professional competence as an engineer, whereby he can safely assume full responsibility for the engineering works in his charge. The form of the Professional Interview reflects this intention.

1.2 Requirements for the Professional Interview

Graduate engineers are required to prepare an updated report on their experience. The engineers conducting the Professional Interview need the report before candidates come for interview. This is a most useful way for them to form an opinion of the benefit that the candidate has derived from their experience to date. When preparing the report, the candidate should bear this in mind and expect to discuss it during the interview.

Candidates are required to prepare certain documents, calculations and drawings. These are to be submitted in advance of the interview and will be examined in detail by the interviewers, before the candidate comes for the interview.

The object of these requirements is to assist the interviewers in deciding whether the candidate has acquired a sound understanding of, and an ability to practice the conception, formulation and presentation of engineering schemes appropriate to their training and experience.

Finally, the candidate will be asked to write an essay. This will be on an engineering subject which must be related to the candidate's experience or to a special interest which they may have indicated. This is intended to test their knowledge and ability to express their thoughts in writing lucidly, precisely and concisely.

2.0 Format, Contents & Structure

2.1 Training and Experience Report

The objective of the training and experience report is to inform the Interviewers about a candidate's engineering training and experience throughout his/her career. The Report should be of 1,500 to 2,000 words, must be typewritten and submitted in quadruplicate.

At the head of the Report the candidate must set out in chronological order, giving the months and years in each case, the inclusive dates of the particular periods of the training and experience he/she has had. The candidate should include in this list any periods devoted to a degree or diploma course or other full-time or sandwich course at an engineering college, to any vacation employment on engineering work, and to any postgraduate study or research. All time spent in other employment should be included to avoid any gaps in the list.

The total time spent in any area of engineering will be summarized in the various broad titles as shown in Table 2 in section 2.1.5.

When periods of time on works or in the office have to be aggregated to make up the periods required by Engineers Act, 2011, full details must be tabulated.

In the Report (which must strictly avoid any semblance to a mere inventory of Works prepared and executed) the candidate must deal fully with the tasks on which they have been employed, whether in design, construction, manufacturing or research. This account should be in chronological sequence and the candidate should explain clearly the precise position they have occupied in each case, and the degree of responsibility assigned to them. The candidate should enlarge on any special problems they have met and, within the permissible limits, explain how they were dealt with, and they should also enlarge on any subject in which they have specialized or obtained exceptionally good experience. Where possible some indication of the size and cost of the works should be given.

Throughout the Report reference should be made to the candidate's employers or immediate superiors who have been responsible for the practical training or under whom they have served, giving the names and appointments and stating their grades, if any, in a recognized Engineering Institution.

Three (3) copies of the Training & Experience Report giving an account of the candidate's training and experience will be submitted.

2.1.1 Structure of the Training and Experience Report

The following outline should be used in the preparation of the Training & Experience Report:

i. Cover/Title Page
ii. Declaration and Certification
iii. Table of Contents
iv. Abbreviations and Acronyms
v. List of Tables
vi. List of Figures
vii. Introduction
viii. Summary of Training and Experience Matrix in Chronological Order
ix. Summary of Time Spent
x. Detailed Report on Training and Experience
xi. Conclusion
xii. Appendices on Organizational Chart, Academic and Professional Certificates

2.1.2 Cover Page Format

The cover page should have the following format:

TRAINING AND EXPERIENCE REPORT

SUBMITTED TO

THE ENGINEERS BOARD OF KENYA

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR REGISTRATION AS A PROFESSIONAL ENGINEER

BY

NAME

BXXXXXX

OCTOBER 2020

2.1.3 Declaration & Certification Statements

The declaration is done by the applicant and should follow the following format: -

Declaration - ‘‘I declare that this training and experience report was prepared by me and accurately reflects the training and experience I have acquired in the course of my duties.’’

Signature:

Name:

EBK Registration No.:

IEK No.:

Date:

E-mail Address:

Telephone Number:

The certification is done by the supervisor and should follow the following format: -

Certification (by Supervisor) - I certify that this training and experience report was prepared by…… and accurately reflects the training and experience he has gained in the course of his duties under my supervision.

Signature:

Name:

EBK Registration No.:

IEK No.:

Date:

2.1.4 Summary of Training & Experience

Table 1: Template for Summary of Training & Experience

PERIOD	EMPLOYER/ INSTITUTION	POSITION HELD	PROJECT/ACTIVITY	SUPERVISOR	DURATION IN MONTHS

2.1.5 Summary of Time Spent

Table 2: Template for Summary of Time Spent

NO.	DESCRIPTION OF ACTIVITY	DURATION IN MONTHS
1	University Education	
2	Job Seeking	
3	Practical Training	
4	Design	
5	Supervision/Implementation	
6	Operation & Maintenance	
7	Contract Management	
8	Lecturing/Teaching (if applicable)	
9	Post Graduate Training (if applicable)	

2.2 Project Report

Every drawing and document is to be signed by a Professional Engineer who is in a responsible position as the employer or the principal for it or under whom it was prepared.

This person must also certify that these are the works of the candidate and if only a portion of the document has been prepared by the candidate this must be clearly indicated and initialed by the Engineer.

It is essential that the drawings and documents submitted should have been made by the candidate in the ordinary course of his employment. Drawings and documents

prepared as exercises during university or college courses are not admissible. The Report need only be signed by the candidate.

The report should be of 3,000 to 4,000 words in quadruplicate and accompanied by drawings where considered necessary.

At least two and not more than four working drawings, detailed designed calculations relating to one or more of the candidate's own submitted drawings, and a set of quantities relating either to one of the submitted drawings or to another drawing, not prepared by the candidate, which must also be submitted.

Other drawings and/or other documents duly certified will be submitted and will conform to the alternatives below:

i. The candidate may submit an additional drawing not necessarily prepared by him/her to illustrate their experience in civil engineering.

   OR

ii. A feasibility study or a detailed report on a major project in the fields of manufacturing, construction, maintenance of installation of plant and equipment upon which the candidate has been engaged.

2.2.1 Structure of the Project Report

The following outline covers the format for the project report:

i. Cover/Title Page
ii. Declaration
iii. Certification
iv. Table of Contents
v. Abbreviations and Acronyms
vi. List of Tables
vii. List of Figures
viii. Introduction
ix. Problem Statement

x. Analysis of Possible Solutions
xi. Preferred Solution
xii. Current Situation Analysis
xiii. Design of the Selected Solution
xiv. Bill of Quantities
xv. Cost Benefit Analysis
xvi. Conclusion
xvii. Drawings
xviii. Appendices

2.2.2 Cover Page Format

The cover page should have the following format:

PROJECT REPORT ON

.....

SUBMITTED TO

THE ENGINEERS BOARD OF KENYA

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR REGISTRATION AS A PROFESSIONAL ENGINEER

BY

NAME

BXXXXXX

DATE: XXXXXX

2.2.3 Declaration & Certification Statements

The declaration is done by the applicant and should follow the following format: -

Declaration - ''I declare that this project report was prepared by me and accurately reflects the project I carried out in the course of my duties.''

Signature:

Name:

EBK Registration No.:

IEK No.:

Date:

Email Address:

Telephone Number:

The certification is done by the supervisor and should follow the following format: -

Certification (by Supervisor) - I certify that this project report was prepared by..... and accurately captures the details of the project that he carried out under my supervision in the course of his/her duties.

Signature:

Name:

EBK Registration No.:

IEK No.:

Date: