

Report on Training and Experience

Submitted to
the Institution of Engineers of Kenya

In partial fulfillment of the requirements for
transfer to the class of Corporate Member

By

Name

EBK No Bxx...., IEK No Gxxx

Month, Year

DECLARATION

I hereby declare that this Training and Experience report is a true record and accurately describes my training and experience gained in the course of my duties.

Signed:

Candidate's Name:

EBK No. BXXXX, IEK No. G.XXXX

Date:

CERTIFICATION

This is to certify that this training and Experience report prepared by ~~xxxxxxx~~ is a true record and accurately describes his training and experience gained in the course of his duties under my supervision.

Signed.....

Supervisor's Name:.....

EBK No. BXXXX, IEK No. G.XXXX

Date:

ABBREVIATION

1.0 Summary of Training and Experience

Period	Institution	Work done	Supervisor	Duration in Months
August 2000- July 2005	University xx	Student of Bachelor of Technology in Electrical and Electronics Engineering.	Prof. Ouma	60
	Company xxx	Attended Industrial attachment from May 2003 to July 2003 where I was involved in installation and maintenance of various Private Automatic Branch Exchange equipment.	Mr. xxxx	
	Company xxx	Attended industrial attachment from May 2004 to July 2004 where I was involved in Electrical installation and Maintenance works.	Mr xxxx	
August 2005- December 2005		Job seeking		5
Jan 2006-Dec 2008	KPLC	Underwent Graduate Trainee Training in various technical departments namely; design, construction, operations, maintenance, protection, system control, IT, transmission, projects	Mr. Stanley Wagura	24
Jan 2009- Dec 2009	KPLC	Absorbed as 4 th Assistant Engineer in O&M Mbaraki and continued Training for further 12 months in design, construction, operations and maintenance of power system networks.	Eng. XYZ	12

Period	Institution	Work done	Supervisor	Duration in Months
Jan 2010- Dec 2012	KPLC	4 th Assistant Engineer O&M –Mbaraki: Carried out design, construction, operation and maintenance of HV/Lv networks	Eng. XYZ	24
	KPLC	Undertook 5 day training on Distribution manual between 1-5 th May 2011	Mr. Henry Njenga	
	SBO	Undertook 5 day training on unlocking your potential between 1-5 th Sep 2011	Ms. Jane Njenga	
TOTAL				XX

1.1 Summary of Time Spent

Item	Description	Duration in Months
1	University education	60
2	On the job Training	At least 24+1
3	Design	At least 6 Months
4	Maintenance and operations	At least 6 months
5	Contract Management supervision	At least 6 months
TOTAL		XX

2.0 DETAILED REPORT ON TRAINING AND EXPERIENCE

- Period of training and experience, Institution
- Provide a detailed continuous pros description of every row entry (as in table 1.0)
- Provide detailed description of training and experience attained in chronological order by candidate (Give specific degree of involvement or specific role)
- No gaps in training and experience.
- Challenges experienced and how solved

- Size and Cost of projects undertaken where applicable
- Lessons learnt
- Any short term trainings undertaken (Period, Institution offering, skills learnt, and Facilitator).
- TE report to be 1500-2000 words.
- Font style- Times Romans
- Font size- 12
- Justified Text
- Spacing 1.5
- Practical Training should be at least 24 months on table 1.1-(matrix)
- 4 spiral bound copies

Example

2.1 2000-July 2005 University August

Entry under University Education to be continuous prose bringing out what you did, your attachments including periods of attachments, activities you were engaged in, your final year project and supervisors at the University and areas where you were attached

2.2 (Jan 2006-Dec 2008) Graduate Trainee Engineer Training

write in continuous prose one report covering training in the various sections noting that Stanley Wagura is the supervisor for this aspect of training. So all sections to be under one item without subheadings

2.3 (Jan 2009- Dec 2009) 4th Assistant Engineer- Mbaraki O&M Supervisor:

As 4th Assistant Engineer, I underwent further training in design, construction, operations and maintenance

2.4 XXXXXX

2.5 XXXXXX

2.n Conclusion

Wrap up your report summarizing adequacy of your training and experience as required for you to be transferred to the class of Corporate Members or for registration as a Professional Engineer in the case of EBK submission

APPEDICES (Copies of certs, photos, schemes, etc)