

ENGINEERS REGISTRATION BOARD

RULES AND REGULATIONS TO GUIDE AND BIND THE TRAINEES DILIGENTLY AND EFFECTIVELY FOLLOW THE STRUCTURED ENGINEERS APPRENTICESHIP PROGRAMME (SEAP)

1.0 SEAP Training as a Privilege and Not a Right

SEAP Trainees should recognize their admission into SEAP as a privilege and treat it as such in spite of the objective of ERB to extend training to all Graduate Engineers in future.

2.0 Selection of SEAP Places

ERB provides sufficiently suitable places for SEAP. However, Trainees are allowed to propose additional places of their choice. Training places proposed by trainees will be considered if proposals are made before the selection process. All places proposed by trainees must be approved by ERB.

3.0 Change or Forfeiture of the SEAP Placement

Trainees who do not go to places allocated to them for SEAP training without satisfactory reasons will be deemed to have forfeited or discontinued their SEAP training.

A SEAP Trainee is not allowed to change or forfeit a SEAP placement without the approval of the Board. In case of problems or difficulties, the Trainee should communicate with the Board through his/her Professional Training Supervisor (PTS) while he/she is at his/her SEAP placement. This can be done by telephone, fax, E- Mail or letter, whichever is deemed most convenient and effective.

4.0 Modalities for Payment of Training Allowances to Trainees

Training allowances will be payable to Trainees only after the Trainee has reported to his /her training place. Payment shall be made by the Board to the SEAP Trainees on a Quarterly basis as per *agreement*.

5.0 Recovery of Monies Already Paid to the Trainee who Discontinues

Trainees who do not complete their SEAP for reasons not acceptable to ERB will be required to refund to ERB unspent training allowances and other monies to be calculated by the Board.

Trainees who do not complete their SEAP for reasons that are **NOT** acceptable to the Board will be considered to have absconded, and will have to refund to the Board **ALL** monies already paid to and spent on them. The amount to be refunded will be calculated by the Board. In addition, the trainees may be required to pay the costs incurred by the SEAP providing organization and other parties that are involved in organizing, providing and managing the training.

The Guarantor shall be required to refund SEAP training costs to the Board in case the trainee fails to refund the Board monies spent in connection with the training within a specific period.

6.0 Completion of SEAP Training

Under special circumstances when a SEAP Trainee has not been able to complete the approved training, he / she may be required to complete the training at his / her own costs at place and time approved by the Board.

7.0 Supervision Visits to SEAP Trainees

The Board will organize supervision visits to SEAP Providers and Trainees at least once a year during the training period. In addition to the physical visits, the Board may from time to time follow up on the conduct of the SEAP training through telephone, fax, e – mail, or letter contacts with the trainees and/or PTS.

8.0 General Conduct of Trainee during the Training Period and Disciplinary Action

The SEAP Trainee must:

- Follow the Training Programme schedule diligently
- Exhibit satisfactory conduct throughout the training period;
- Observe all the rules and regulations of the Apprenticeship provider and instructions of PTS; and
- Follow all the stipulations of ERB in respect of keeping a logbook of daily activities and preparing of quarterly reports and other management and administrative aspects of the SEAP Training Programme.

Failure to observe the above, may lead to expulsion of the Trainee from the Programme by Provider, in which case he/she will be deemed to have forfeited the SEAP Training placement and therefore disqualified from the programme. This does not, however, eliminate the possibility of further disciplinary action, e.g. legal proceedings and disciplinary proceedings by the Trainee's employer or professional body, being taken against the trainee.

9.0 Expulsion from SEAP Training and Re – admission

Once a SEAP Trainee has been expelled from SEAP Training, he/she can qualify for re – admission into the programme only after five years.

10.0 Failure to Submit a Satisfactory Report

A SEAP Trainee who does not produce satisfactory reports at the end of the training period may be required to refund the cost of training and shall not be entitled to re- admission into the programme within a period of not less than five years.

11.0 Appeal

SEAP Trainees have the right to Appeal to the Board, which shall have the final say upon the matter, unless it is legal nature.