

Pre examination Workshop

Ghana Institution of Engineering

By Ing. Dr. Patrick Amoah Bekoe, F-GhIE
Chairman of Membership Committee

11th October 2023 via Zoom



10/11/2023

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Committee

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Outline of Presentation

- Objectives of Workshop
- General Information
 - Constitution
 - Code of Ethics
 - Engineering Council Act, 2011 (Act 819)
- Routes to Membership
- Membership Application Process
- The Professional Examination
- Results of the Professional Examination
- Induction of Members

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Ghana Institution of Engineering
Professional Examination Workshop

Objective of Workshop

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Objective of Workshop

- Prepare Candidates to understand the requirements of the Professional Examination
- Educate Candidates on procedures during and after the Professional Examination

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General Information

Ghana Institution of Engineering
Professional Examination Workshop

General Information

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Constitution and Byelaws of GhIE



Art 1.0 Definitions

- Institution means Ghana Institution of Engineering
- Branch means a geographical branch of the institution.
- Class means a category of membership of an occupational group
- Engineering Practitioner means a person possessing the necessary qualifications and experience and who is engaged in the practice of engineering
- Engineering Service Provider means a Registered Entity that employs Engineering Practitioners to provide engineering services

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Constitution and Byelaws of GhIE



Art 1.0 Definitions

- Full Member means a member of the Institution in the class of Fellow, Senior Member or Member in all Occupational Groups
- Member means a person who is registered with the Institution
- Occupational Group means a category of Engineering Practitioners
- Technical Division means a technical group of the Institution
- The Council means the Council of the Institution
- Class or Grade means Category of Membership

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Constitution and Byelaws of GhIE

Art. 3.1 Objective

➤ To promote and advance the science and the practice of engineering to the benefit of society in Ghana & Africa and globally

Art. 3.2 Functions

- Registration and Regulation
- Maintenance of Professional Standards
- Promotion of Welfare
- Civic Service
- Promotion and recognition of Excellence



Constitution and Byelaws of GhIE

Art. 4 Organisation of the Institution

- Geographically-Head Quarters, Branches & Chapters
- Professionally – Technical Divisions
 - Chemical/Mining
 - Civil
 - Electrical/ Electronics
 - Mechanical/Agric/Marine
- Practice Scope- Occupational Groups
 - Professional Engineers
 - Professional Engineering Technologists
 - Engineering Technicians
 - Engineering Craftsmen
- Registration-Members and Registered Entities



Organizational Structure



Constitution and Byelaws of GhIE

Art. 5 Membership

Who is a Member of the Institution?

- Engineering Practitioner
- Trainee Engineering Practitioner
- Student
- Temporary Members

Registered with an Occupational Group

Each Occupational Group

- Senior Member
- Member
- Trainee Member
- Student Member
- Fellow for Professional Engineers Group



Constitution and Byelaws of GhIE

Art. 5.5 Honorary Classes

- Honorary Fellows
- Companion Members

➤ Art. 5.7 Post-Nominal Titles and Designations

- F-GhIE
- SPE-GhIE, SPET-GhIE
- PE-GhIE, PET-GhIE
- SET-GhIE
- ET-GhIE
- MEC-GhIE
- EC-GhIE
- HF-GhIE
- CM-GhIE



FULL MEMBERS OF THE PE GROUP –USE “ING” PRE-NOMINAL TITLE

Constitution and Byelaws of GhIE

Art. 10.0 Governing Body

- Council is made up of the following:
 - The President
 - The IPP (latest and available)
 - The President Elect
 - The Vice-President
 - One Exec Rep of Each OG
 - Three National Councilors representing each OG
 - Chairpersons of Tech. Divisions
 - Branch Chairpersons
 - Four Rep. of Registered Entities
 - Past Presidents (Ex-officio, No Vote)
 - A Rep. of Affiliated Engineering Groups (Co-opted)
 - The Executive Director (No Vote)



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COUNCIL MEMBERS FOR THE YEAR 2023/2025

President

Ing. Kwabena Gyimah Bempong

Immediate Past President

Ing. Rev. Prof. Charles Anum Adams

President Elect

Ing. Ludwig Annang Hesse

Vice President

Ing. Sophia Tijani

Executive Representatives Professional Engineers

Ing. Dr. Patrick Amoah Bekoe

Executive Representatives Technicians

Mr. Philip Kwame Aheto

Executive Representatives Craftsmen

Mr. Richard Adarkwah

National Councilors (PEs)

Ing. Naa Lamkai Quaye Ballard

Ing. Yaa Obenewaa Okudzeto

Ing. Prof. Elsie Effah Kauffmann

National Councilors (Craftsmen)

Ms. Augustina Nyarkoa Amoateng

Mr. Felix Ayisi Ohene

Mr. Gideon Bidor

Technical Divisions

Civil

Ing. Michael Yaw Obeng Konadu

- **Electrical/Electronic**
- Ing. Ebenezer Ato Roberts
- **Mechanical/Agric/Marine**
- Ing. Darlington Ahuble
- **Chemical/Mining**
- Ing. Prof. Nana Yaw Asiedu
- **Wine President** Ing. Dr. Enyonam Kpekpena
- **Branch Chairman**
- **Ashanti (1)**
- Ing. Dr. Joseph Xavier Francisco Rebeiro
- **Western/Central/Western North (7)**
- Ing. Franklin Kumassah
- **Eastern (3)**
- Ing. Godfrey Atta Jackson
- **Brono/Bono East/ Ahafo (2)**
- Ing. Dr. Emmanuel K. Nyantakyi
- **Volta/Oti (6)**
- Ing. Antoinette A. Agboado
- **Northern/Savanna/North East/ Upper East/ Upper West (5)**
- Ing. Abdul-Shakud Iddrisu

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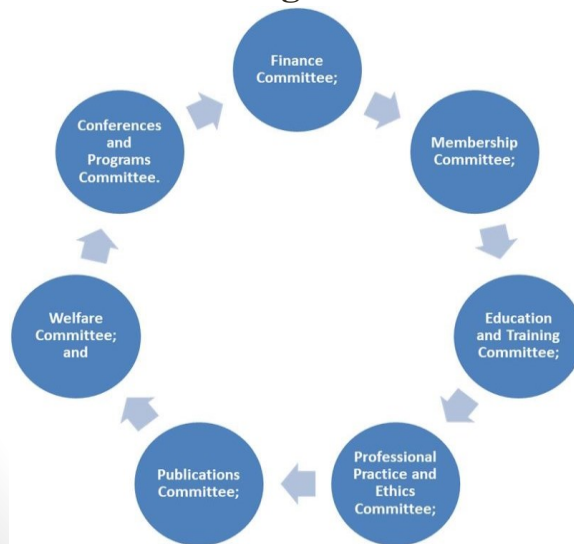
Constitution and Byelaws of GhIE

Art 10.2 Officers of the Institution

- Executive Committee
 - The President
 - The IPP (latest and available)
 - The President Elect
 - The Vice President
 - Executive Reps. of the OG
 - Executive Director

Constitution and Byelaws of GhIE

Art. 13.2 Standing Committees of Council



Code of Ethics and Disciplinary Procedures



Objectives

- To ensure that engineering practice in the country conforms to established Technical, Environmental and Safety standards.

Preamble

- Honesty, Justice and courtesy form a moral philosophy, which associated with mutual interest among people, constitute the foundation of ethics.
- Keystone of professional conduct is integrity. Members shall therefore discharge their duties to the public, their employers, and clients with fidelity and with fairness and impartiality to all

Code of Ethics and Disciplinary Procedures

Professional Life

- Be committed to developing and improving their knowledge skills and competence on a continuing basis.
- Not advertise or merit in a self-laudatory manner, and shall avoid all conduct or practice likely to discredit, or do injury to the dignity and honour of the profession
- Not improperly solicit professional work directly or indirectly or by an agent, nor shall pay, by commission or otherwise any person who may introduce clients to him.

Engineering Council Act, 2011 (Act 819)

Established by law an Engineering Council to regulate the Practice of Engineering and to provide for related matters.

Assented to on 31st May, 2011,

- **Object of the council**
 - To secure the highest professional standards in the practice of engineering
- **Functions**
 - Regulate the practice of engineering
 - Determine and prescribe requirements for initial and continuing registration
 - Maintain and publish annually, registers for engineering practitioners in the country
 - Determine the limits to areas of engineering practice and operation
 - License relevant and appropriate engineering bodies to certify individuals and corporate bodies for initial and continuing registration.

Engineering Council Act, 2011 (Act 819)

- **Register of Engineering Practitioners**
 - Professional Engineers
 - Professional Engineering Technologist
 - Engineering Technicians Register
 - Engineering Craftsmen
- **You are qualified to practice only when you are registered in one of the above four registers.**
- **The registers shall be classified into Temporary and Permanent.**

Engineering Council Regulations, 2020 (L.I. 2410)

➤ L.I (2410)

- To give better details on Act 819 vis-à-vis its implementation
- It gives a schedule of the application, registrations, re-registration processes and requirements

How to join

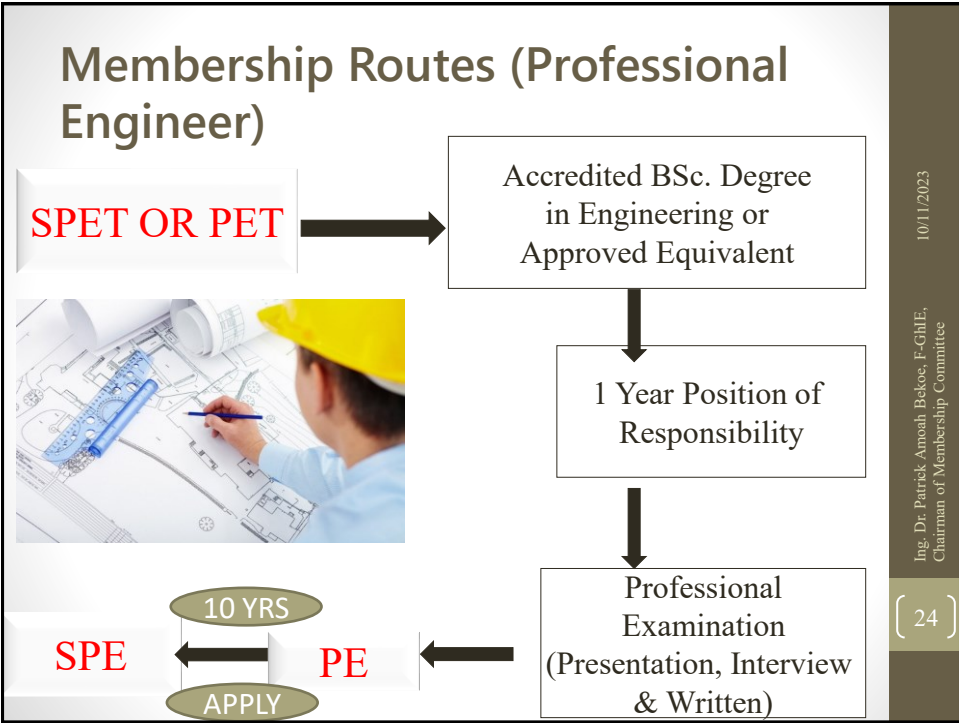
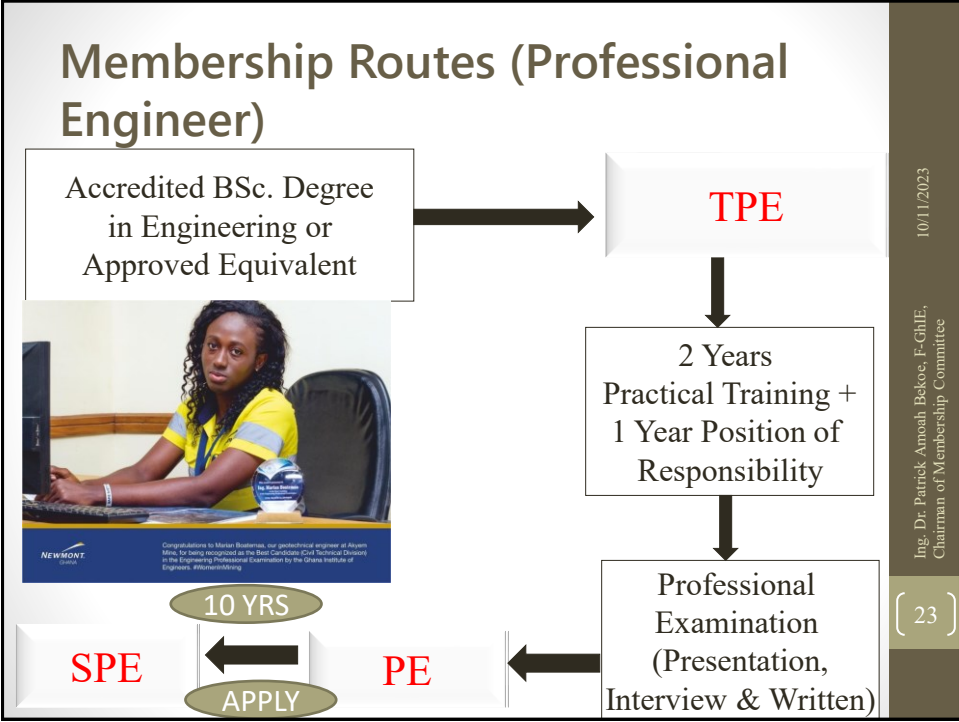
Begin your journey,
it's not as daunting
as you may think

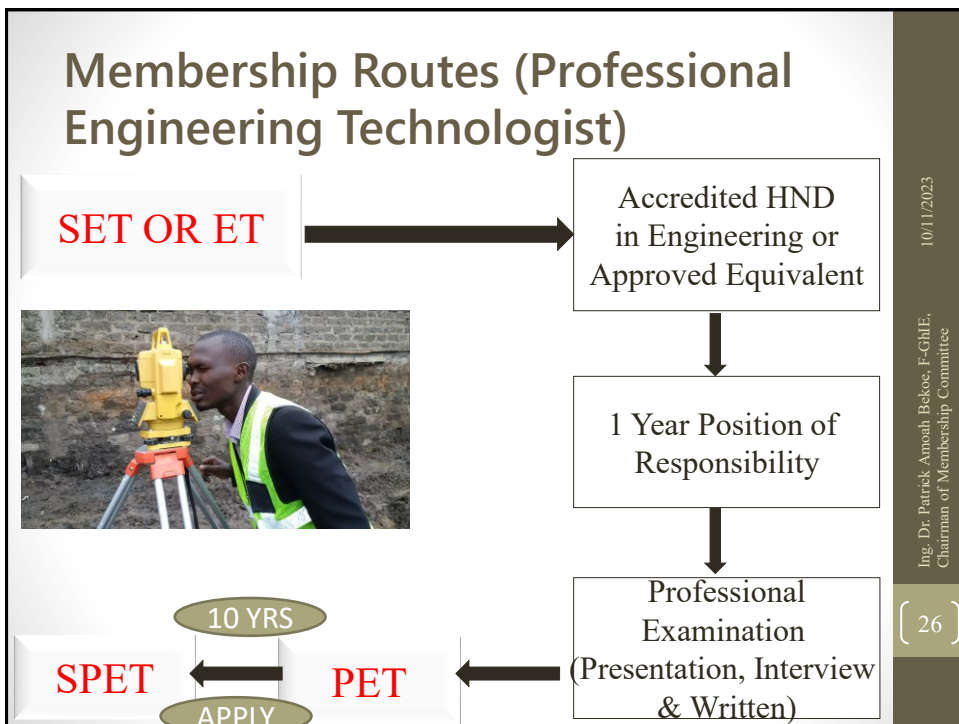
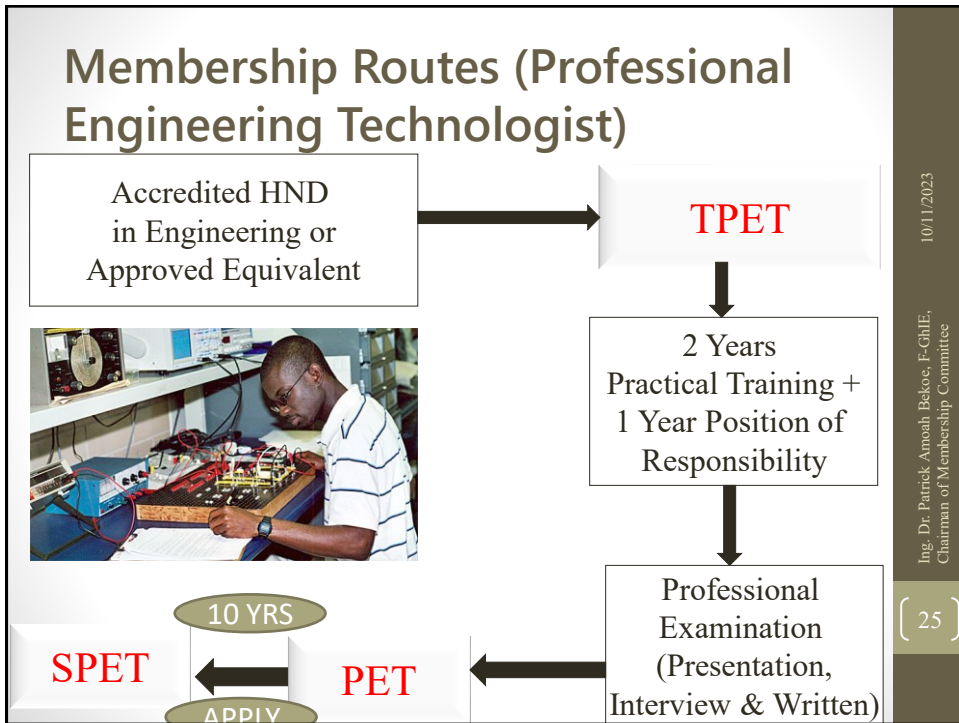
► Find a route

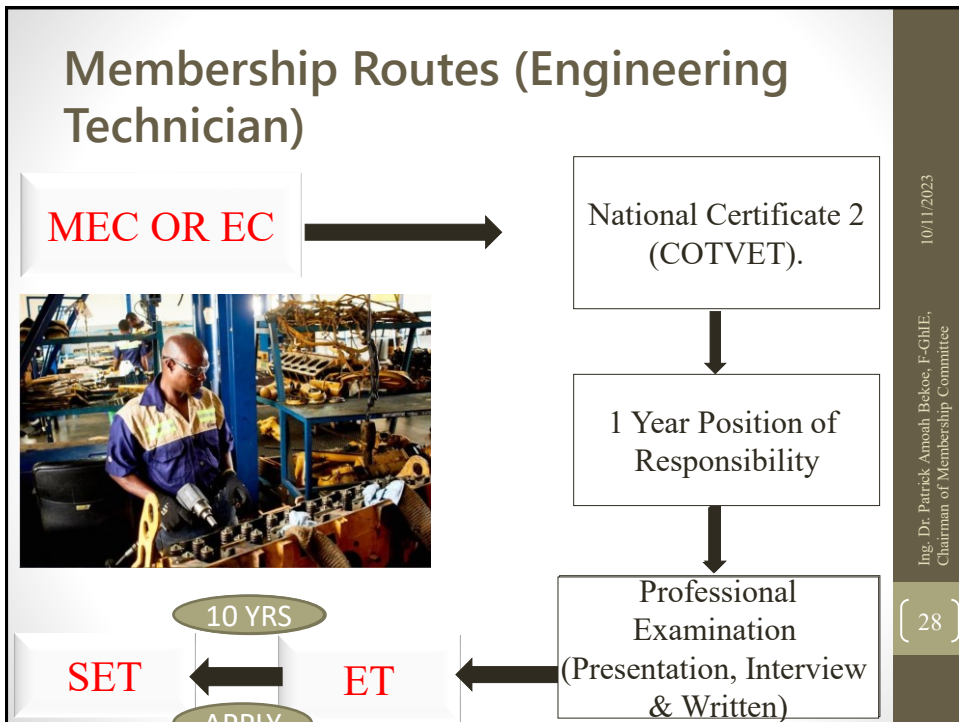
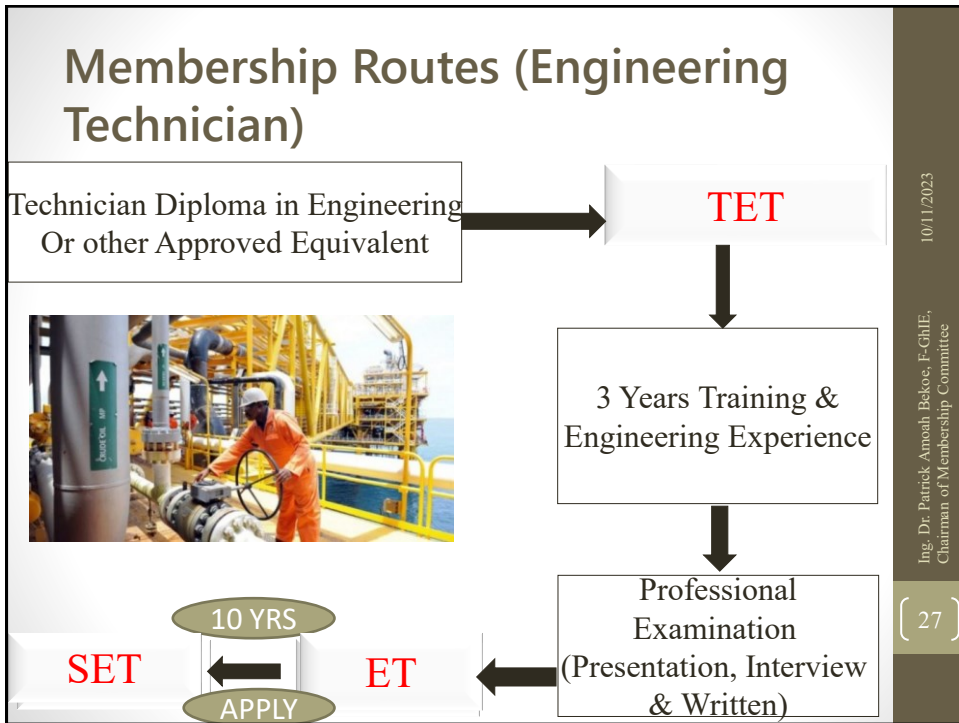


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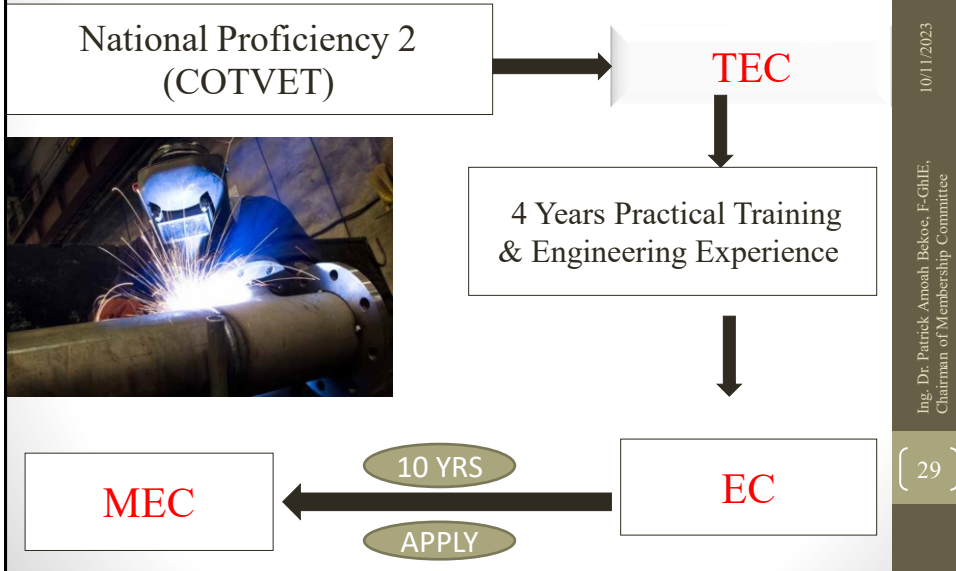
Route to Membership







Membership Routes (Engineering Craftsman)



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Mature Candidates



A mature person is one who does not think only in absolutes, who is able to be objective even when deeply stirred emotionally, who has learned that there is both good and bad in all people and all things, and who walks humbly and deals charitably.

Eleanor Roosevelt

From www.interaction.com

Criteria

- Does not have formal academic qualifications defined for the various classes of membership
- Not less than 40yrs of age for PE/PET or not less than 35 yrs. for ET/EC
- Should be a person with considerable experience as an engineering practitioner

What to do

- Fill Standard GhIE application Forms
- Submit Career Report detailing experience and practice
- Professional Examination

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MEMBERSHIP APPLICATION FORM

Personal Information

First Name: Last Name: Middle Name:
 Address: City: State: Zip:
 Home Telephone: Mobile Telephone:

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Application for Membership Process

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The Career Report

- Cover Page
 - Title, Full Name, GhIE Number, Current Address, Telephone Numbers, e-mail address, Technical Area of Focus
- Personal Data
 - Full Name, Date of Birth, Sex, Nationality, Business Address
- Educational Background
 - Name of School, Dates attended, Certificates awarded, year of award

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Career Report

- Professional Affiliations
 - Name of organization, membership status, dates of membership
- Chronological Report of Engineering Career
- You must provide a statement (2500-3000 words)
- Continuous Professional Development (CPD)
 - List of training programs in the last three (3) years

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Career Report

- Details of Most Important Career Experiences
 - The Organization
 - Name of organization, object of business, number of engineers employed, general structure
 - Personal Engagement
 - Outline of work engaged in.
 - Position, Supervisor (PE/PET/ET)
 - Responsibilities, Relationship with others of similar rank
 - If in Research, list Publications, Reports, Patents, etc.
 - Details of Important Designs

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Career Report

- Details of Most Important Career Experiences
 - Details of Activities
 - Practice and understanding of engineering in
 - planning, design, production, construction, installation, fabrication, testing, commissioning, maintenance, operations, research and/or sales of engineering products
 - Extent of use of Standards, Codes, Manuals, Handbooks etc.
 - Application of Health, Safety and Environmental Standards
 - Compliance with the Code of Ethics of the GHIE
 - Major Challenges and/or lessons learnt

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Online Application Process

- Link: <https://exams-portal.ghie.org.gh/>
- New systems now take care of the TPE application process and Examination Application process
- Payments are now handled online (Payment at the secretariate is still possible)
- Examination format remains the same
- Feedback and all correspondence will be through e-mails.

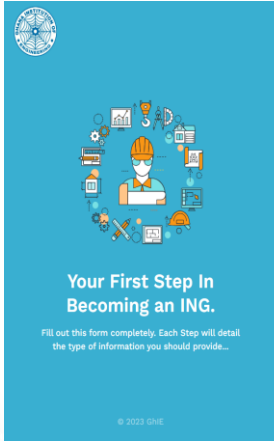
Online Application Process

- Requirements:
 - Personal Information: full name, nationality, email and active phone number, date of birth, business phone number, address, organization
 - Occupational group: TPE, TPET, TET, TEC
 - Basic academic qualification: School, Course and year of completion
 - Documents: Profile Picture & School Certificate

TPE Application Process

- Correspondence and confirmation will be via email you've provided in the process
- Payments will follow after you have been confirmed eligible
- Instructions will be sent via mail following successful confirmation
- Where the application doesn't go through an email will also be sent to clarify why

TPE Application Process



Personal info

Basic Information

First Name

Last Name

Nationality

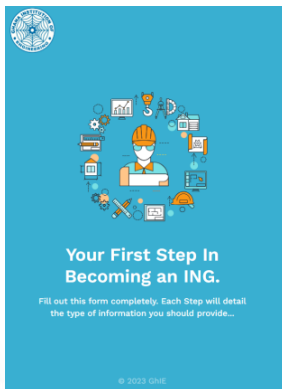
Email

Phone

Gender
 Male Female

Next

TPE Application Process



Personal info

Basic Information 2

Other Names

Date of Birth

Business Phone

Address

Prev Next

TPE Application Process



Personal info

Basic Information 2

Other Names

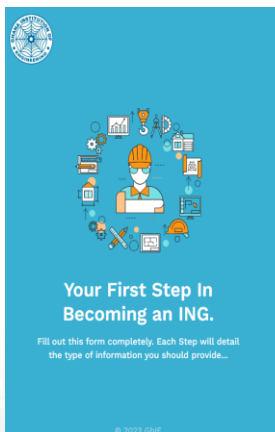
Date of Birth

Business Phone

Address

Prev Next

TPE Application Process



Academic Information

Basic Academic Qualification

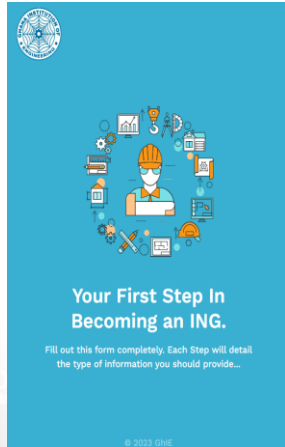
Select your School

Select your course

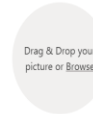
Year of Completion

Prev Next

TPE Application Process



Profile Picture *



School Certificate*

Drag & Drop your School Certificate or Browse

Powered by iForm

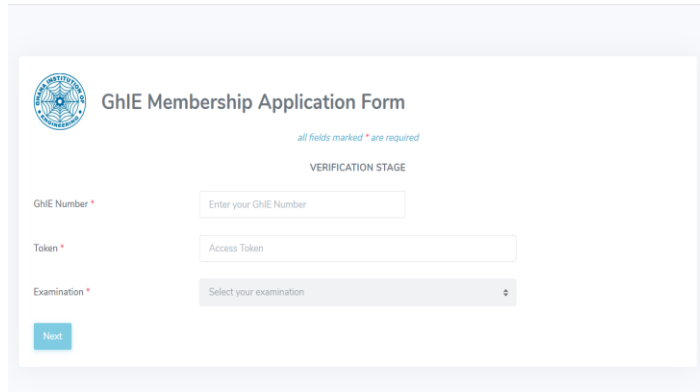
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Next

Exam Application Process

- Comes after the TPE Application
- First and basic requirement is your GhIE number
- General requirements and criteria for selection is detailed in the Pre-Examination Workshop Handbook
- Payments will be handled online (Payment at the secretariate is still possible)

Exam Application Process



 **GhIE Membership Application Form**
*all fields marked * are required*

VERIFICATION STAGE

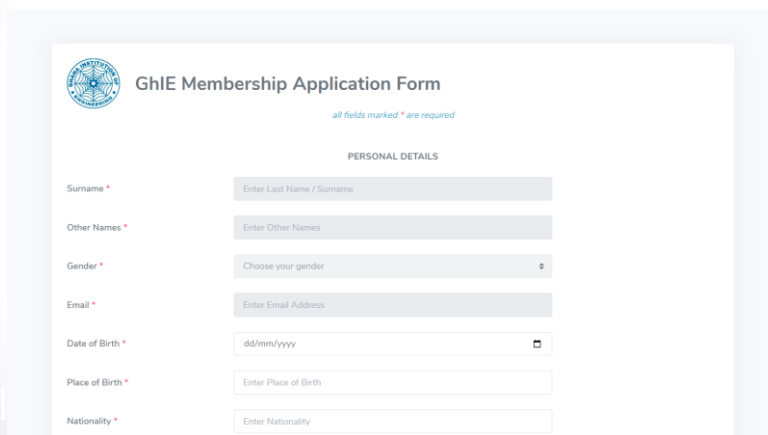
GhIE Number *


Token *

Examination *

Partnership
with the
Institution

Exam Application Process



 **GhIE Membership Application Form**
*all fields marked * are required*

PERSONAL DETAILS

Surname *

Other Names *

Gender *

Email *

Date of Birth *

Place of Birth *

Nationality *

Exam Application Process

GhIE Membership Application Form
*all fields marked * are required*

OCCUPATIONAL GROUP & AREA OF SPECIALTY

Occupational Group *

Area of Specialty *

Academic Qualifications

Institution *	Certificate Awarded *	Year Of Award *	New Row
<input type="text" value="Select Institution"/>	<input type="text" value="Select Certificate Type"/>	<input type="text" value="Year Awarded"/>	<input type="button" value="+"/>

Exam Application Process

GhIE Membership Application Form
*all fields marked * are required*

PROPOSERS

Full Name *

Occupational Group *

Proposer's GhIE Number *

SUPPORTERS

Full Name *

Occupational Group *

Supporter's GhIE Number *

Full Name *

Occupational Group *

Supporter's GhIE Number *

Exam Application Process

GhIE Membership Application Form
*all fields marked * are required*

EMPLOYMENT BACKGROUND [+ New Row](#)

Employment Details 1

Company *	Engagement Type *	Start Year *	End Year *
<input type="text" value="Enter Company"/>	<input type="text" value="Select Engagement Type"/>	<input type="text" value="2016"/>	<input type="text" value="2016"/>
Position Held *	Supervisor	Supervisor's GhIE Membership	Supervisor's Phone Number
<input type="text" value="Your Position at company"/>	<input type="text" value="Enter Supervisors Name"/>	<input type="text" value="Specify membership"/>	<input type="text" value="Enter Supervisors Phone Num"/>

[Previous](#) [Next](#)

Exam Application Process

GhIE Membership Application Form
*all fields marked * are required*

CONTINUOUS PROFESSIONAL DEVELOPMENT(CPD) FOR GHIE COURSES [+ New Row](#)

Professional Course Entry 1

Course Name *	Course Start Date *	Course End Date
<input type="text" value="Enter Course Name"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
Course Organizer *	Location	
<input type="text" value="Enter Course Organisers Name"/>	<input type="text" value="Enter Location where Lecture was held"/>	

[Previous](#) [Next](#)

Exam Application Process

GhE Membership Application Form
*all fields marked * are required*

DOCUMENTS

Picture *
Drag & Drop your picture or [Browse](#)

Certificate (BSc. in Engineering) *
Drag & Drop your School Certificate or [Browse](#)
Required by FCD/04

Career Report *
Drag & Drop your Career Report or [Browse](#)
Required by FCD/04

[Previous](#) [Finish Application](#)

Payment Process

GhE Membership Payment Portal

Payment Info | Payment Selection

Billing information
Fill the form below in order to complete your payment.

GhE Code *	Full Name *
<input type="text" value="Enter your GhE Code"/>	<input type="text" value="Enter your full name"/>
Email Address *	Phone *
<input type="text" value="Enter your email"/>	<input type="text" value="(01) xxx xxxxx xxx"/>

[Proceed to Payment Selection](#)

PAYMENT SUMMARY	
Examinations 1 x GHS 0	GHS 0
Sub Total:	GHS 0
Total:	GHS 0



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The Professional Examination

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The Divisions

- Civil Engineering Professional Examination (CEPE)
- Mechanical/Agricultural Engineering Professional Examination (MEPE)
- Electrical/Electronic Engineering Professional Examination (EEPE)
- Chemical/Mining Engineering Professional Examination (ChEPE)

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Timing and Panels

- Twice a year (June and October)..Covid-19 has brought some changes
- One Day (Usually on a Saturday) Covid-19 has brought some changes
- Special Regional or Institutional Examination
 - Organized if 20 or more people are available to be Examined
- The Panel
 - Empanelled by Each Division
 - 3 to 5 Professional Engineers

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Assessment Criteria - Corporate

- The Examination
 - **Technical Review(40%)**
 - Brief Presentation of a specific Project, activity or process
 - **General Interview (30%)**
 - Based on Career Report
 - General Knowledge of Institution
 - Current Affairs
 - **Essay (30%)**
 - Engineer in Society
- **Pass**
 - Obtained **50%** or more for each section
- **Deferred**
 - Obtained **50%** or more overall score
 - Obtained **50%** or more for Technical Review and one other component
 - Obtained less than **50%** in one component
 - **Re-sit only Component failed**
- **Failed**
 - Obtained less than **50%** in the Technical Review
 - Obtained Less than **50%** in any two components
 - Will Re-sit Entire Examination

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Technical Review- Context

- Duration
 - 10 Minutes per Candidate
- Content
 - Specific Project
 - Activity
 - Process or
 - Task
- Format
 - Presentation
 - Answer Questions

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General Interview- Areas of Focus

- Practice and understanding of engineering in
 - Planning, design, production, construction, installation, fabrication, testing, commissioning
- Knowledge and understanding of
 - Standards, Codes, Manuals, Handbooks and other documents that contain the body of knowledge and practice relevant to the field of engagement
 - Health, Safety and Environmental issues relevant to the area of practice
 - The Code of Ethics of the GhIE and the relationship between the engineer and society
 - Current Affairs

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General Interview– Scoring Guide

- Communication Skills (25%)
 - Oral Communication (10%)
 - Interpersonal Skills (5%)
 - Use of Technical Terminology (10%)
- Career Report (10%)
 - Presentation (5%)
 - Content (3%)
 - Grammar (2%)
- Engineering Practice and Experience (65%)
 - Health, Safety and Environment (10%)
 - Ethics and relationship with Society (10%)
 - Standards, Codes, Specifications, Manuals, Handbooks etc.(10%)
 - Current Affairs (5%)
 - Engineering Experience in planning, design, production, operations, maintenance, research and/or sales (30%)
- Duration- 20-30mins

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Written Examination - Requirements

- 1500 word essay on one (1) out of six topics on a range of Community and Management topics
- Expected to use your own field of experience
- You must demonstrate
 - Ability to write clear and concise English
 - A deep understanding of the role of the engineer in society and the social value of his/her work
 - Understanding of management concepts required by potential leaders in engineering practice

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Written Examination – Scoring Guide

- Presentation and Language (30%)
 - General Layout (10%)
 - Sequence and Logic (10%)
 - English Usage (10%)
- Subject Treatment (70%)
 - Clear Understanding of Question (30%)
 - Contribution of ideas to benefit society (20%)
 - Demonstration of personal experience in subject treatment (20%)

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Written Examination – Typical Questions

- Water will be a scarce resource in the future and we must protect our water resources. Write a speech to be presented at a forum to celebrate World Water day.
- Write a paper to argue for or against the involvement of Engineers in the realization of the Government's flagship programme of one district, one Factory, one Village, One Dam Policy.
- Ghana must embrace Science, Technology, Engineering and Innovation (STEI) to achieve sustainable development. Discuss
- Lack of good maintenance culture and practices have been blamed for the rapid deterioration of the Nation's assets. Discuss ways to address this deficiency.
- Select an engineering operation you are familiar with; list the possible incidents and accidents that can occur, discuss the causes and preventive measures while highlighting the concept of Hazard Identification and Risk Assessment.
- Prescribe solutions for addressing the deficit of electrical energy in Ghana; considering alternative sources of power production.

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Typical Questions

- The prevalence of fires in private and public buildings continues to be a source of worry, how can we ensure public safety and prevent loss of lives and properties through such fire outbreaks. Discuss the role of engineering in planning, design, construction and maintenance of such properties.
- There has been a public outcry of poorly constructed roads and other public infrastructure which fail within a short time after completion. What in your opinion are the causes and the role engineers can play in arresting this menace?
- Discuss the roles the Environmental Protection Agency, Minerals Commission, Engineers, Chiefs, Security agencies, Opinion leaders and Civil society as well as the media, etc. should play in the fight against illegal mining operations in the country.
- How can and should engineers uphold and advance the integrity, honour and dignity of the engineering profession. Give examples in your area of practice highlighting the principal issues of engineering ethics and the effects of non-compliance.
- Discuss the importance of social and environmental impact assessment of public works projects and how can this be considered in the evaluation of the merits or demerits of such projects?

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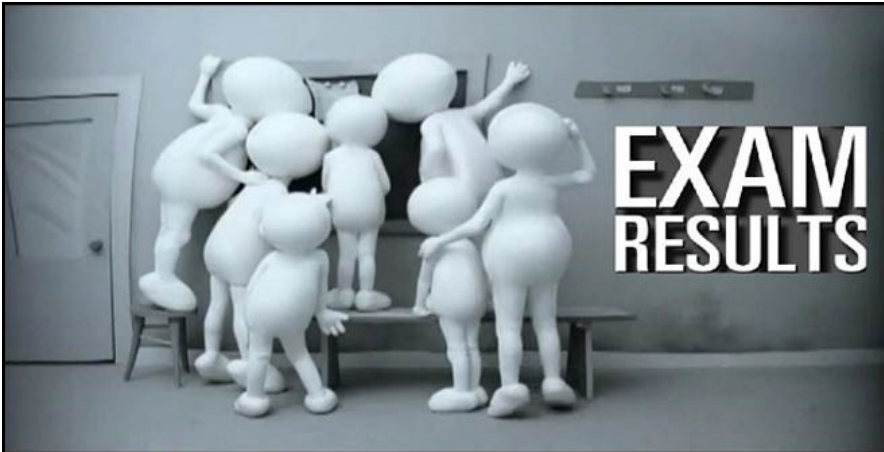
Typical Questions

- Infrastructure provision is a catalyst for development, how true is this statement? Discuss, highlighting both positive and negative effects
- With the recent Air disasters of the Boeing 737 MAX, which has unofficially been blamed on computer software errors, what in your view should be the approach of engineers in the use of computers for their works. Highlight the attendant risks involved in adopting computerised methods, and how they can be minimised. Use your field of practice as a base to answer.
- Discuss the extent to which the public should be involved in the decision-making process for infrastructure projects? What role should engineers play in such consultations? Use your field of engineering as a base.
- Compare the advantages and disadvantages of financing infrastructure development from public and private sources.
- Identify the areas in which disagreement between a Resident Engineer's staff and the Contractor's staff may develop. How can good relations be achieved between these parties? Illustrate where possible from your own experience

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Chairman of Membership Committee

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Ghana Institution of Engineers
Professional Examination Workshop

Results of Examination

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Compilation and Approval Procedure

- Panel members submit their scores to the respective chairpersons of the Panels
- Divisional Sub-Committee Chairperson collates results and submits report to Membership Committee
- Membership Committee reviews results and makes recommendations to Council for approval
- Chairman of Membership Committee presents results to Council of GhIE for Approval
- Council Approves Results

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Chairman of Membership Committee

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Results of the Professional Examination

- Notification Procedures
 - The Approved Results are published in GhIE Newsletter and Website for any written objections within 30 days
 - Executive Director formally writes to candidates admitting successful ones subject to the payment of the prescribed subscriptions and other fees
 - Unsuccessful Candidates are notified by the Executive Director stating areas of weakness and suggesting the way forward

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Professional Examination Workshop

The Induction Ceremony

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of Membership Committee

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The Induction Ceremony

- A Public Ceremony for all Successful Candidates at the Examination
 - Done twice a year
- Each Candidate Takes the Engineer's Oath
- Certificate of Membership Awarded
- Induction Subject to:
 - Official Notification by Executive Director
 - Payment of the prescribed induction fee
 - Submission of recent passport photograph

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What Next ?

- After payment is successful and has been confirmed by both systems your account will be set up and credentials together with how to access your account will be emailed to you.
- Panel placements are automatic and are based on the area of specialty you chose. Panel details will also be emailed to you with the date of your interview.
- Upon accessing your account kindly select your schedules for both oral and written exams on your account

Written Exams

- Its much improved and has a gotten a lot of security considerations
- A security module powered with A.I. now handles the examination invigilation/proctoring.
- It requires a stable internet and webcam and microphone enabled.
- Your entire written exam session will be monitored and recorded.

Support

- All issues should be directed to the institution.
- Avoid replying to the system generated email. They get rejected anyway.
- When in doubt during any of the application processes kindly consult the Pre-examination Handbook or call the Secretariat.

THANK YOU!



WISHING YOU THE BEST IN YOUR ENDEAVOUR TO
BECOME A MEMBER OF THIS NOBLE PROFESSIONAL
BODY!