



GOVERNMENT OF MALAWI  
**MALAWI ENGINEERING INSTITUTION**  
 (Malawi Engineering Institution Act, 2019)



**ENGINEERING REGISTRATION COUNCIL**

To: The Registrar  
 Engineering Registration Council  
 P O Box 30228, Capital City  
 Lilongwe 3  
 Email: info@mei.org.mw  
 Website: mei.org.mw  
 Telephone: +265 789 114

From: \_\_\_\_\_  
*Registered Mentor*

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ANNUAL REPORT ON TRAINING OF**

\_\_\_\_\_  
*(Graduate Engineer)*

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer	Position held	Period
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: This report to be completed and submitted to the Engineering Registration Council each year not earlier than 1st October and not later than 31st December.

**A. General assessment of Training Opportunities accorded to the Graduate Engineer**

To be completed by placing a tick in the appropriate box or boxes if applicable. Where not applicable leave blank. In this section:

"Elementary" means appropriate to a standard expected at technician level.

"Advanced" means appropriate to a standard expected at Professional engineer level.

"Intermediate" means between "Elementary" and "Advanced".

	Assessment area	Elementary	Intermediate	Advanced
1.	Design and/or Planning			
2.	Installation and/or Construction			
3.	Operation and/or Maintenance			
4.	Financial Control and Management			

### B. Mentor's Evaluation of the Graduate Engineer's Training

In this section delete "Yes" or "No" as applicable.

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|----|--|-----|----|
| 1. | During the period under review has the Graduate Engineer encountered any problems beyond the scope of his academic training?                     | YES | NO |
|    | If "Yes", has he/she solved it by his/her own initiative, investigation or research?   | YES | NO |
| 2. | Has the Graduate Engineer encountered any problems to which there were alternative solutions?  | YES | NO |
|    | If "Yes" were the alternative solutions thoroughly investigated?   | YES | NO |
| 3. | Did the Graduate Engineer encounter any unexpected situations or developments?   | YES | NO |
|    | If "Yes", did he/she attempt to/overcome the problem on his/her own initiative?  | YES | NO |
| 4. | Did the Graduate Engineer encounter any situations which were subject to a strict time limit?  | YES | NO |
|    | If "Yes", did he/she intensify his/her effort or the effort of others to complete on time?   | YES | NO |
| 5. | Did the Graduate Engineer face any situation in which he/she was required to undertake humble or mundane tasks that were below his/her standing? | YES | NO |
|    | If "Yes", did he/she do so energetically?  | YES | NO |

### C. General Assessment

- |    |   |     |    |
|----|---|-----|----|
| 1. | Is the Graduate Engineer's training adequate in all respects? | YES | NO |
|----|---|-----|----|

If "No" what were the challenges

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2. Provide any comments regarding the conduct of the Graduate Engineer in terms of integrity, professionalism, ethical responsibility, and general behaviour

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Recommendations

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Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Registered Mentor*