

Submission Requirements of Working Experience Presentation

(1) Objective

The Working Experience Presentation is a part of the Oral Interview Examination of the CIPHE Professional Plumber Practical Examination (PPPE). The purpose of this presentation is to allow the examiners to get a better understanding of a candidate's actual practical experience in relation to the relevant areas of the syllabus, as opposed to what they might have learned from books, and their understanding of professional conduct in real situations.

(2) Preparation and Submission

Candidates who are successful in the written examination will be required to prepare a portfolio of their professional working experience and present it in the subsequent oral interview examination. The project portfolio will need to illustrate projects that they had worked on, and to highlight the working experience they had gained with respect to the syllabus of the PPPE. The project portfolio shall be submitted at least two weeks prior to the date of the oral interview examination.

(3) Proceeding of the Working Experience Presentation

- (i) The Working Experience Presentation is the first part of the oral interview examination. It is a 20-minute interview in which a candidate makes a presentation of his / her working experience using the submitted project portfolio.
- (ii) The Working Experience Presentation is followed by the second part of the oral interview examination, which is a 40-minute interview in which the candidate is asked questions from a pre-selected list of questions testing his / her general knowledge of the syllabus.

(4) Form and Nature of the Project Portfolio

- (i) The Project Portfolio shall be a bound booklet / folder made up of a maximum of 10 A3 pages (not including the front and back covers) printed on one side. Candidates are expected to use photographs, drawings, and other illustrations as the main component of the portfolio while supplemented by text. The total words used for the text shall not be more than 1000. The written medium shall be English.
- (ii) The candidate shall submit 3 hard copies of the booklet / folder accompanied by 1 digital copy (in ppt or pdf format at no more than 10MB).

- (iii) The candidate is free to adopt a format which he / she considers most effective in presenting his / her working experience. However, the contents of the Project Portfolio should cover the following 5 sections of the syllabus:
- Professional code of conduct, responsibilities, liabilities, and ethics;
 - Statutory Requirements and Procedures of Plumbing Works;
 - Professional working management in Plumbing Services;
 - Construction contracts, and pre-tender & tendering procedures; and
 - Contract administration.
- (iv) The candidate is encouraged to prepare the Project Portfolio in his / her own words rather than extracting letters, reports, meeting notes from files to form the submission.
- (v) Direct copying from any other project presentations, project documents and related articles, unless proved necessary for specific purposes in the Project Portfolio, is discouraged. Such contents will not be given any credit during assessment by the examiners. Candidates shall make proper citations on any materials taken from other sources and explain their roles / involvement in their projects. Confidential are not allowed to submit.

(5) Expected outcomes

The Working Experience Presentation should not be a mere statement of facts and events. Emphasis is placed on the candidate's ability to summarize and communicate their experience and lessons learned from different projects / assignments that he / she had worked on.