

## **Annex A - Notes for Submission of Log Book and Professional Case Study**

### **A) Log Book**

1. The practical experience record sheets in the log book must be endorsed by the Supervisor and Advisor.
2. Candidates may wish to typeset the practical experience record sheets. The format and layout of the log book must be adhered to. Non-compliance will result in the rejection of application.

### **B) Professional Case Study**

1. The subject, candidate's name and date (month and year) should be clearly stated on the cover page.
2. The case study must be reviewed and endorsed by the Supervisor and Advisor. The Supervisor and Advisor are required to sign on the first page of the case study.
3. The choice of subject must be made with the knowledge and agreement of the candidate's Employer concerned who should be offered the completed study for reading and comment before its submission. The Employer's approval for the completed case study documents must be obtained before submission.
4. Candidates are required to include the following letters from the Supervisor, Advisor and Employer in the case study: -
  - i. Letters from PPE Advisor/Supervisor confirming that they have reviewed the case study.
  - ii. Letter from Employer confirming his/her approval to the case study.

Note: All the letters must be printed with the company's letterhead.

### **C) Guidelines for e-submission**

1. Candidates are required to upload the soft copies of the case study and log book via **Dropbox** and submit the shared links via our online form: <https://forms.gle/PD5mSF35zrbJE5v87>
2. For those who do not have an existing Dropbox account, you may sign up for free account at <https://www.dropbox.com/basic>.
3. Please upload the case study and log book in **PDF format** and ensure that all relevant attachments are compiled into **one (1) PDF file each**, i.e. there should only be one (1) PDF file for the case study and one (1) PDF file for the log book. There should **not** be multiple PDF files containing the attachments.
4. You are required to name the files as follows: -
  - i. Case Study – Name\_CaseStudy.pdf (For eg. AloysiusWongYiFan\_CaseStudy.pdf)
  - ii. Log Book – Name\_Logbook.pdf (For eg. AloysiusWongYiFan\_Logbook.pdf)
5. Do **not** set a password or an expiration date for the Dropbox shared link.