



Accredited Scheme[™]

be recognised

GUIDE FOR EMPLOYERS

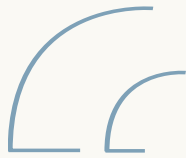
The Institution of *Engineering and Technology*

GUIDE FOR EMPLOYERS

ENHANCING YOUR MOST VALUABLE BUSINESS ASSET

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WHAT IS AN ACCREDITED SCHEME?



For employers that need to recruit, develop and retain technical teams that can demonstrate international standards of competence, productivity and professionalism, a structured professional development scheme is essential. To qualify to use the Accredited Scheme logo, a scheme must satisfy the criteria for process quality and be monitored against them.

An Accredited Scheme is a quality assured pathway for individuals who want to become qualified and professionally registered as either engineers or technicians. To become registered, individuals need to meet internationally competitive standards of competence.

Accredited Schemes typically build on established programmes of induction, training and development, already in place to meet the needs of the business. In addition, they accelerate learning during the formative stages of a professional career using current best practices and support. Accredited Schemes are for students, graduates or apprentices wishing to become either Chartered Engineers, Incorporated Engineers or Engineering Technicians. They may include individuals from a wide range of disciplines including electronic, manufacturing, software and systems engineering. The schemes provide the necessary training, development and experience to enable individuals to build a portfolio of evidence in order to demonstrate a professional level of competence ready for a Professional Review Interview.





WHAT ARE THE BENEFITS OF ACCREDITATION?

Our Accredited Scheme logo can only be used by organisations that have met the exemplary criteria for both the quality and content of their training and development schemes. The Institution of Engineering and Technology sets these criteria in accordance with the requirements for the professional registration of engineers and technicians under the Engineering Council's UK SPEC. It is therefore a sign of high quality training and development to exacting professional standards.

ACCREDITATION INDICATES TO...

Potential recruits, that they will be given the best opportunity available for achieving professional status and career development.

Existing employees, that there is good reason to stay committed and maintain their development with the organisation over a significant timescale.

Engineering Managers, that the technical team will be able to sustain and improve its capability and performance over time.

Human Resources staff, that the processes and content of the scheme compare positively with similar interventions for technical staff in other organisations.

Clients, customers and other interested parties, that the organisations engineers and technicians are trained to professional and exacting standards of competence.

Corporate stakeholders, that the organisation is investing in technical talent wisely and according to best practices.

ACCREDITED SCHEME CO-ORDINATORS OR REPRESENTATIVES ARE ENTITLED TO...

Maintain contact with a Professional Development Advisor from the Institution for ongoing support in relation to the scheme.

Receive feedback on the comparative strengths and weaknesses of their scheme.

Use the Accredited Scheme logo on promotional material.

Display the Certificate of Accreditation.

Participate in the Training and Development Forum on special terms.

Take part in setting standards for training and development of professional engineers and technicians through membership of the Assessment Team (by invitation).



WHAT SERVICE DOES THE INSTITUTION OF ENGINEERING AND TECHNOLOGY PROVIDE?

The Institution provides support with the aim of assisting as many employers as possible to successfully apply for and to retain accreditation.

A SPECIALIST FORUM TO PROTECT YOUR INVESTMENT

An Accredited Scheme represents a considerable financial investment in people. The Institution invites scheme co-ordinators to participate in our Training and Development Forum with a view to ensuring that best practices are used and that this investment in the training and development of engineers and technicians is made wisely.

ADVICE TO FIRST-TIME APPLICANTS

For organisations that are applying for the first time and need to adapt their existing schemes to satisfy the accreditation criteria, then a free advisory session can be arranged with one of our Professional Development Advisors, who will then provide support throughout the application process.

WORKSHOPS AND COURSES FOR SCHEME PARTICIPANTS

A wide range of workshops and courses are available from the Institution of Engineering and Technology or our Endorsed Providers. These cover a variety of topics either related to the process of running a scheme, such as mentoring, or relevant to the content of a scheme, such as project management.

ONGOING SCHEME MONITORING, SUPPORT AND ADVICE

Once accredited, contact is maintained with scheme co-ordinators through the monitoring process to ensure that the scheme is continuing to operate effectively. Our Professional Development Advisors are often invited by co-ordinators to present to scheme participants at in-house events and to provide further advice and guidance on the development of the scheme. This continues through accreditation renewal and helps to build a track record for developing professionally qualified engineers and technicians.

PROMOTING YOUR SCHEME

Our Accredited Scheme logo is promoted by us as indicating a quality assured pathway for candidates who want to become qualified and professionally registered as either engineers or technicians. Only those employers with schemes accredited by the Institution of Engineering and Technology and satisfying the criteria may use this logo.

Student Members are encouraged to seek employment with the Institution's Accredited companies.



WHAT ARE THE CRITERIA FOR ACCREDITATION?

There are two groups of criteria used by the Institution as a basis for the assessment of a scheme for accreditation and ten criteria in total. The criteria have the following headings:

GENERAL

1. Track Record
2. Candidate Entry
3. Scheme Content
4. Candidate Completion
5. Learning Environment

PROCESS

6. Candidate Support
7. Candidate Assessment
8. Candidate Records & Scheme Documentation
9. Scheme Co-ordination & Quality
10. Risk factors

Employers are invited to provide evidence that these criteria are met, by responding to questions on the application form (form PDS) under the same headings. A visiting panel of assessors then verifies this evidence and makes a recommendation. The criteria are based on the requirements for UK SPEC and current best practices in training and development.

An accredited scheme essentially provides a quality assured pathway for individuals seeking registration. Employers need to know about the requirements for individuals seeking registration under UK SPEC, which are the UK Standards for Professional Engineering Competence produced by the Engineering Council UK. The registration categories are Chartered Engineer, Incorporated Engineer and Engineering Technician.

The Institution of Engineering and Technology assessors aim to make a balanced judgement about the scheme using the criteria, taking into account any particular circumstances and industry features that are relevant. The assessors seek to establish the quality and content of the scheme, while balancing the interests of employers and employees. They take into account the needs of employers to invest wisely in training and development, to manage costs and to gain a viable return. They also take into account the needs of the individual, to get the best possible boost to their professional career.



WHAT EVIDENCE IS REQUIRED?

A scheme manual is often presented as supporting evidence. This makes reference to the roles and responsibilities of participants including candidates, their managers (assessors), mentors, sponsors and the scheme co-ordinator who is often a Human Resources representative.

The manual would normally include a summary diagram showing the key phases and content of the scheme for a typical candidate covering a period of about four years. Also, a table mapping the equivalent of the organisations competence framework to the competence standards found in UK SPEC. Taken together the diagram and table indicate a pathway towards registration and show how competence is built up to achieve the necessary profile.

This may be supported with documentation such as performance management and appraisal forms, copies of candidate record folders and descriptions of training courses and objectives.

The Institution of Engineering and Technology guidance notes accompanying the application form (form PDS) can be found in the back of this guide, they include suggestions about the kind of indicators that will support your application.

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HOW TO APPLY FOR ACCREDITATION



For organisations wanting to get their training and development scheme accredited by the Institution of Engineering and Technology or find out how to put one in place, the steps are simple.

Step 1

ESTABLISH CONTACT WITH ONE OF OUR ADVISORS

In the first instance, contact our Professional Development Advisors by telephone or email. The Advisor will be pleased to outline the accreditation criteria and the application process and help to determine how best to proceed. The Advisor will then maintain contact by telephone or email throughout the application process to offer assistance. Advice about how to make joint applications involving other engineering institutions is available, if required.

Step 2

ASSESSING SCHEMES AGAINST THE ACCREDITATION CRITERIA

Organisations often find it useful to make a draft application as a form of self-assessment against the accreditation criteria and to use this draft as a basis for further discussion. This can be done using the application (form PDS). If it is clear that the scheme broadly meets the criteria straight away, then it will be a simple matter of gathering the evidence to support the application. For many graduate development schemes or Advanced Apprenticeship schemes few modifications are necessary.

Step 3

MEET WITH ONE OF OUR ADVISORS AND TAKE ACTION IF REQUIRED

Our Professional Development Advisors will be pleased to arrange a meeting to discuss draft applications. The Advisor will discuss the detailed operation of the scheme and give advice about the supporting evidence to include in the application if it needs strengthening. If there are aspects that need attention, then the Institution can provide support in the form of further advice and guidance or workshops.

Step 4

MAKE A FORMAL APPLICATION WITH PAYMENT

An application for accreditation can be made using form PDS. This can be completed online and sent by email along with accompanying evidence or submitted in hardcopy format. Providing the application is complete with supporting evidence and payment is included, then a visit by an Accreditation Panel will be arranged.

Step 5

HAVING A SCHEME ASSESSED BY A VISITING PANEL

Our Panel of Assessors will visit and follow an agreed programme in order to verify that the scheme is operating according to the information provided in the application and that it meets the accreditation criteria. The findings and recommendations of the Panel are discussed at the end of the visit.

Step 6

SIGN AND RETURN THE INSTITUTION'S LOGO AGREEMENT

The Panel then reports its findings and recommendations to an Accreditation Committee. Accreditation is normally awarded for a period of three years subject to an agreed annual monitoring plan. A decision letter will be sent along with terms and conditions for use of our Accredited Scheme logo, a copy of which must be signed and returned.

HOW TO MAINTAIN ACCREDITATION

Maintaining Accreditation for training and development schemes is simple.

MAINTAINING CONTACT

It is a requirement of Accreditation that someone who acts as the Scheme Co-ordinator maintains contact with our Professional Development Advisor to keep the Institution up-to-date with any significant changes to the operation of the scheme.

MONITORING THE OPERATION OF THE SCHEME

Accreditation is normally awarded for a period of three years subject to an agreed annual monitoring plan. This plan will normally entail the return of a Self-Assessment Report (SAR) at the end of years one and two. The plan may include the need to report on specific items, which will have been agreed with the Panel of Assessors. In some cases it may also include other measures such as a Monitoring Visit. A panel will carry out a desk-top assessment of the completed SAR and either pass it as satisfactory or act upon any concerns.

Employers are reminded in advance by the Institution that the monitoring fee and any monitoring responses such as the SAR are due at the end of years one and two.

DEVELOPING AND PROMOTING YOUR SCHEME

With continuous improvement in mind, our Training and Development Forum runs events to assist scheme holders exchange ideas and the latest thinking on best practice. This forum focuses on issues that are specifically related to scheme holders.

Our Accredited Scheme logo is available for use by scheme holders subject to standard terms and conditions.

Accredited Schemes are promoted to students and graduates as an ideal vehicle for their entry into the professional world of engineering and technology.

Scheme holder representatives may also be invited to become members of our Assessment Team and attend accreditation visits as Panel members. In this way representatives gain considerable insights into a wide range of ideas and solutions for developing and promoting their own schemes as well as having an input on standards.

ACCREDITATION RENEWAL

Every three years the Accreditation renewal process follows the same steps as for initial accreditation, but is usually less onerous and acts as a tailored 'health check' for the scheme. At this stage scheme holders are building on an established track record.



WHO TO CONTACT AND WHERE TO FIND FURTHER INFORMATION



To discuss your situation with one of our Professional Development Advisors and for further details, please contact
The Institution of Engineering and Technology
Professional Development Accreditation
+44 (0)1438 767669
employeraccreditation@theiet.org

A copy of the Application Form PDS together with the accompanying Guidance Notes and details of Accreditation and Monitoring Fees are included with this guide and are also available for download from our website at www.theiet.org/employeraccreditation

Our website provides support and links to information on all aspects of Professional Development including:

UK Standards for Professional Engineering Competence (UK SPEC) produced by the Engineering Council UK.

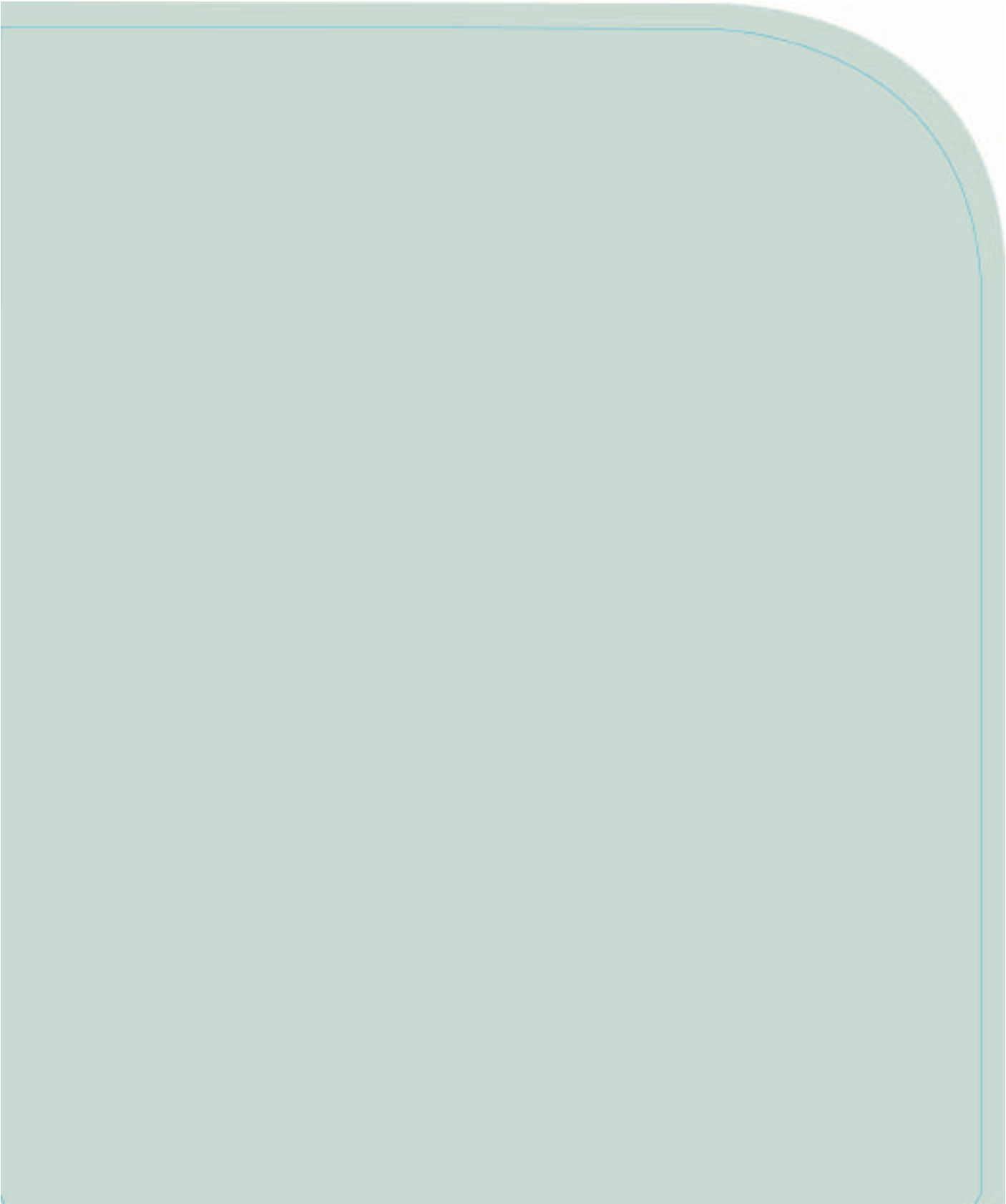
The Institution of Engineering and Technology and our Endorsed Provider Workshops and Short Courses.

A list of currently accredited employer schemes.



Accredited Scheme[™]

Inside Folder Pocket
with trim
see Illustrator file



Outside Folder Pocket
no trim
see Illustrator file



Accredited Scheme[®]

Professional Development
Accreditation
The Institution of Engineering and Technology
Tel +44 (0)1438 767669
Email employeraccreditation@theiet.org
www.theiet.org/employeraccreditation

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