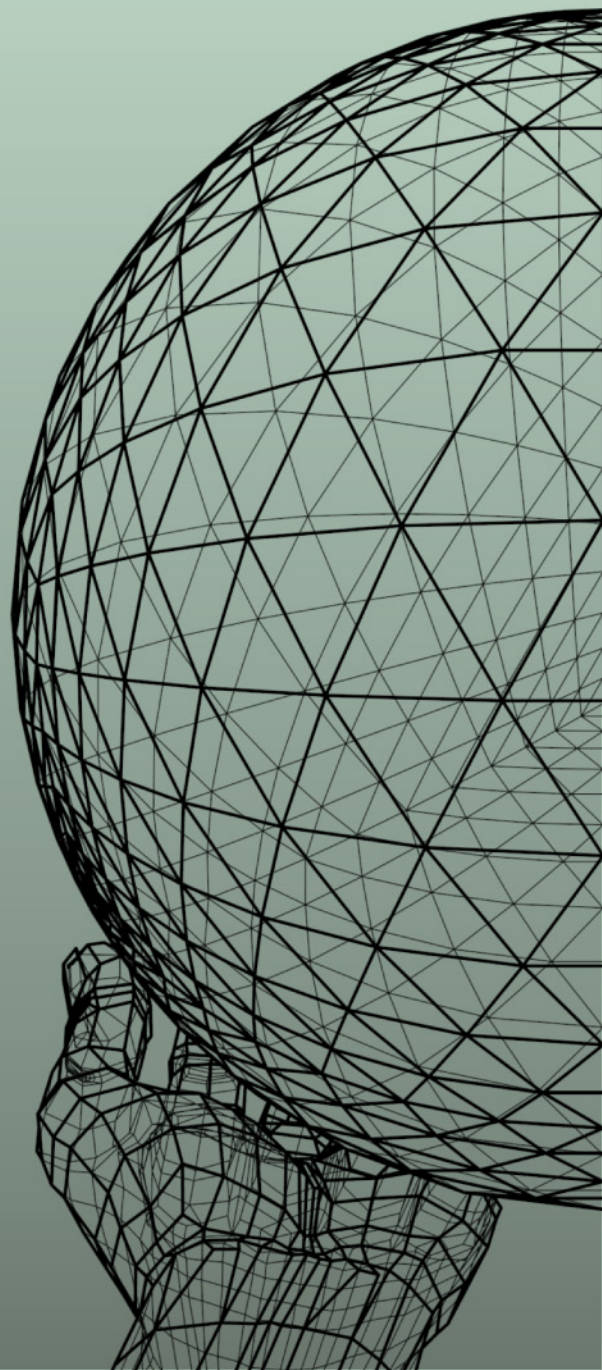
Institution of MECHANICAL ENGINEERS

Mentor Workshop



TODAYS AGENDA

- Mentoring roles and responsibilities
- Key factors for success
- Getting started, the first meeting
- Understanding competence and UK-SPEC
- Academic Requirements & Further Learning
- Reports - best practice
- The professional review
- Career Developer – an overview

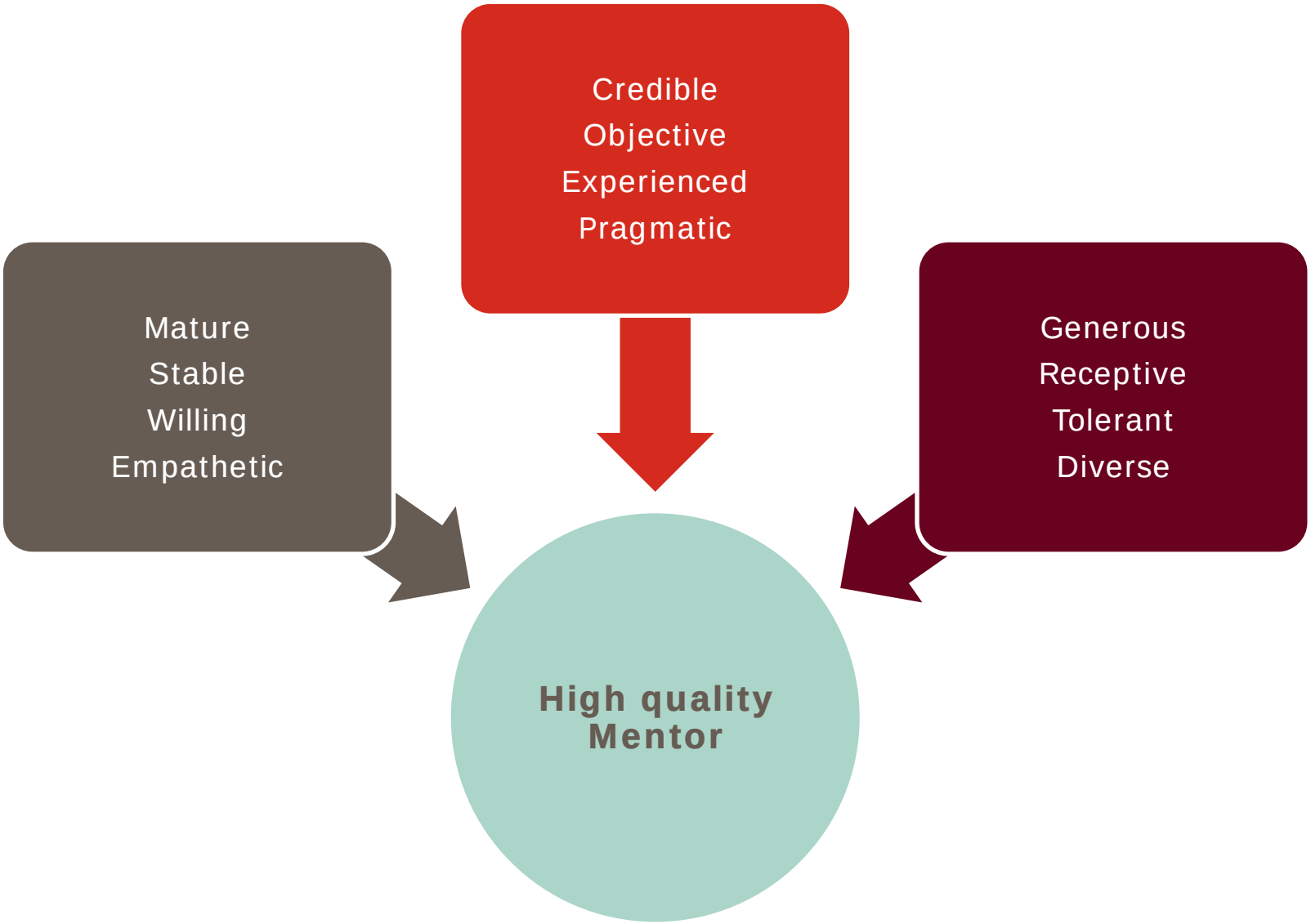
MENTORING PROVIDES

Quality control (QA) and monitoring for the Company, IMechE and consequently the Engineering Council

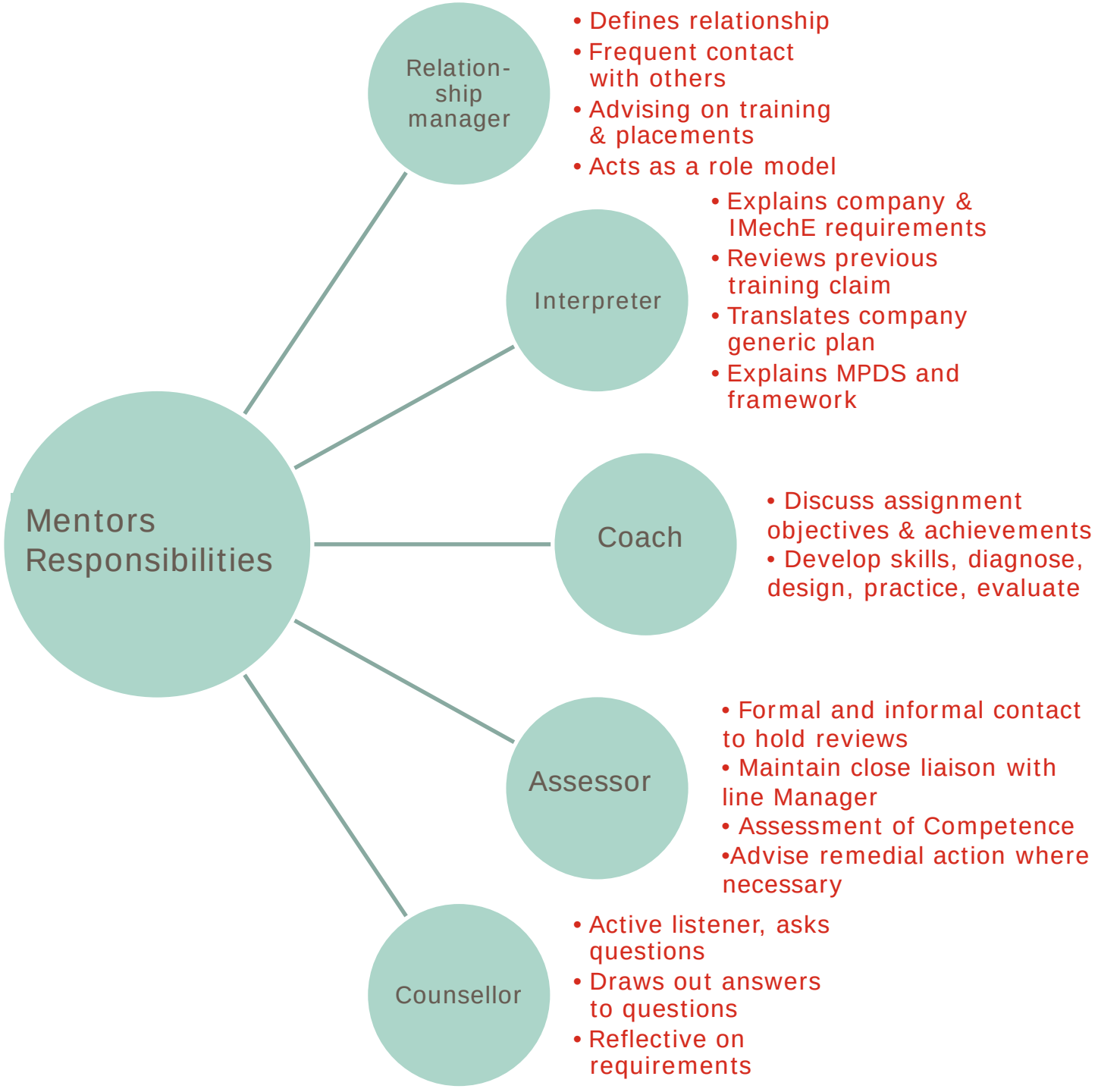
A powerful tool for personal development

Effective performance for the company

QUALITIES OF A MENTOR



RESPONSIBILITIES



MENTORING

Important characteristics –

- Establish a peer to peer relationship
- Avoid manager/subordinate roles
- Establish a confidential and trusting relationship
- The focus must be on the self-development of the developing engineer
- Mutual commitment and expectations
- A two-way street with high potential for mutual learning

THE SCHEME AND KEY PEOPLE

KEY FACTORS FOR SUCCESS

Key contributors to a successful MPD Scheme –

- The company's commitment
- High level support
- The HR or training department (if there is one)
- The line manager and delegate mentor
- The graduate
- Scheme administrator must take a proactive role
- Most importantly - good quality, active Mentors

KEY FACTORS FOR SUCCESS

The graduate must –

- self manage and lead their own development with mentor guidance
- understand social, business and technical trends and constraints
- realistically self assess
- be self motivated and continuously improve
- take the initiative and identify creative opportunities
- understand they can ask for help whenever from mentor and/or institution

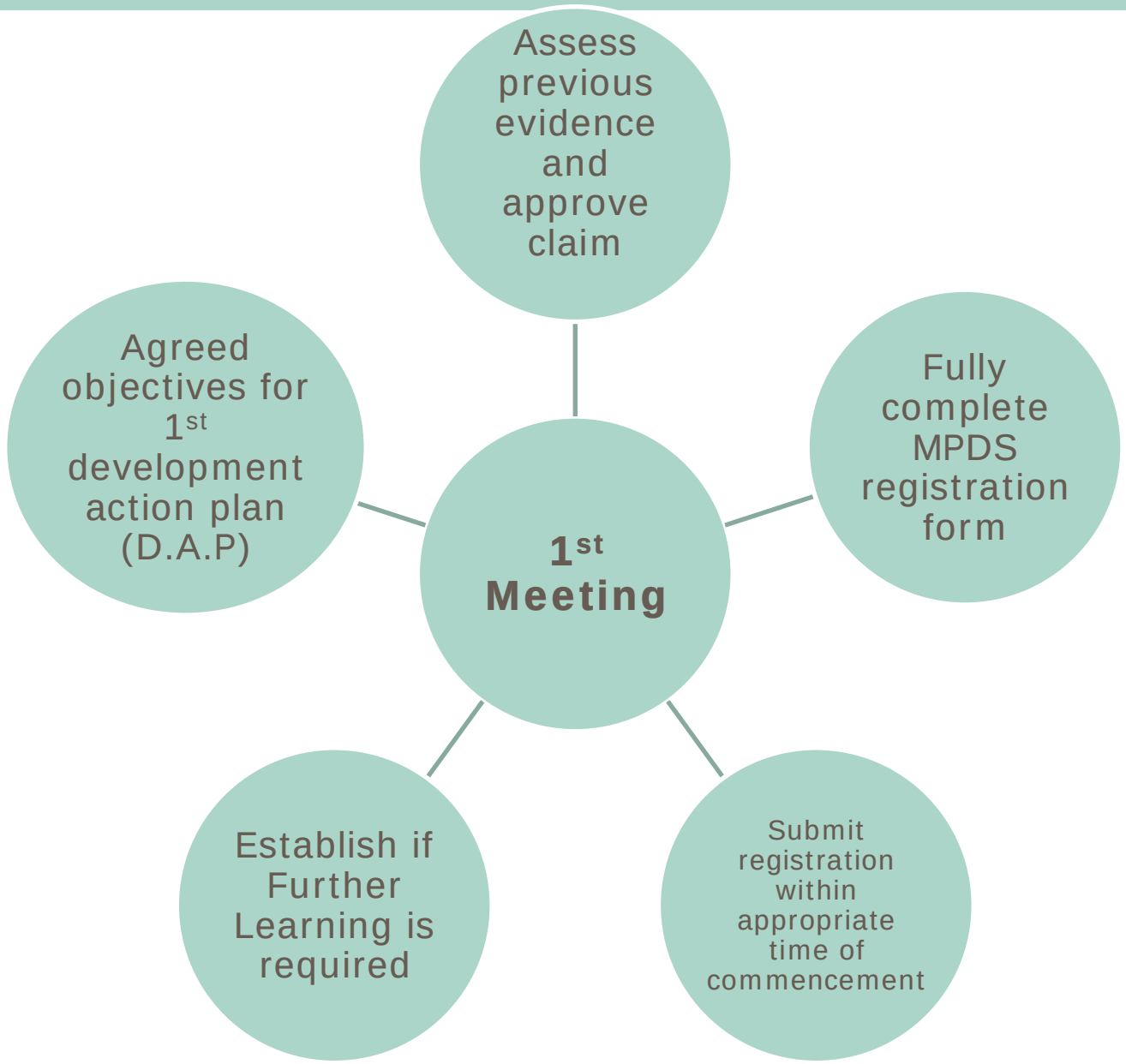
GETTING STARTED – KEY REQUIREMENTS

All parties must maintain membership of their Professioanl body

Mentor and young engineer must hold and initial ‘Get to Know you’ meeting:

- The mentor may arrange this meeting if the young engineer / graduate is new to the company – but, agree rule of relationship and arrangements for future meetings
- Consider input from the line manager

GETTING STARTED –



GETTING STARTED –

UNDERSTANDING COMPETENCE

knowledge.experience.commitment

EngTech, **I**Eng and **C**Eng

UK STANDARD FOR PROFESSIONAL ENGINEERING COMPETENCE

Engineering Technician, Incorporated Engineer and Chartered Engineer Standard

www.engc.org.uk

Engineering Council

ACADEMIC REQUIREMENTS & IPD

Chartered Engineer

Academic Requirements

- Accredited MEng, or
- BEng (Hons) + MSc or appropriate Further Learning to Masters

PLUS

- Appropriate Initial Professional Development

Incorporated Engineer

Academic Requirements

- Accredited Bachelors Degree/NVQ4/SNVQ4, or
- HNC/HND/FD & appropriate Further Learning to Bachelors

PLUS

- Appropriate Initial Professional Development

Professional Review

The peer review panel require evidence of competence and commitment. This is outlined throughout in quarterly reports. The last 4 quarterly reports, the penultimate MPDS Assessment and the final MPDS Assessment are submitted together with a Personal Report and Development Action Plan.

Mentoring is about ensuring a successful professional review via your professional guidance and experience sharing

THE FIVE COMPETENCES

Chartered Engineer	Incorporated Engineer
A Use a combination of general & specialist mechanical engineering knowledge and understanding to *optimise* the application of existing and emerging technology	**A** Use a combination of general & specialist mechanical engineering knowledge and understanding to *apply* existing and emerging technology
B Apply appropriate theoretical & practical methods to the *analysis and solution of mechanical engineering problems*	**B** Apply appropriate theoretical & practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and recycle mechanical engineering processes, systems, services and products

THE FIVE COMPETENCES

Chartered Engineer	Incorporated Engineer
C Provide technical and commercial *leadership*	C Provide technical and commercial *management*
D Demonstrate effective interpersonal skills	D Demonstrate effective interpersonal skills
E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment	E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

UK SPEC – SCORING COMPETENCE

Minimum requirement Level 3 in 3 and Level 2 in 2

Level 1

- Performs activity with significant supervision & guidance
- Performs basic routine tasks, little / no responsibility

Level 2

- Performs activity in a range of contexts, supervision required in more complex circumstance
- Some individual responsibility or autonomy

Level 3

- Performs activity in some complex or non-routine contexts
- Significant responsibility and autonomy – can oversee the work of others

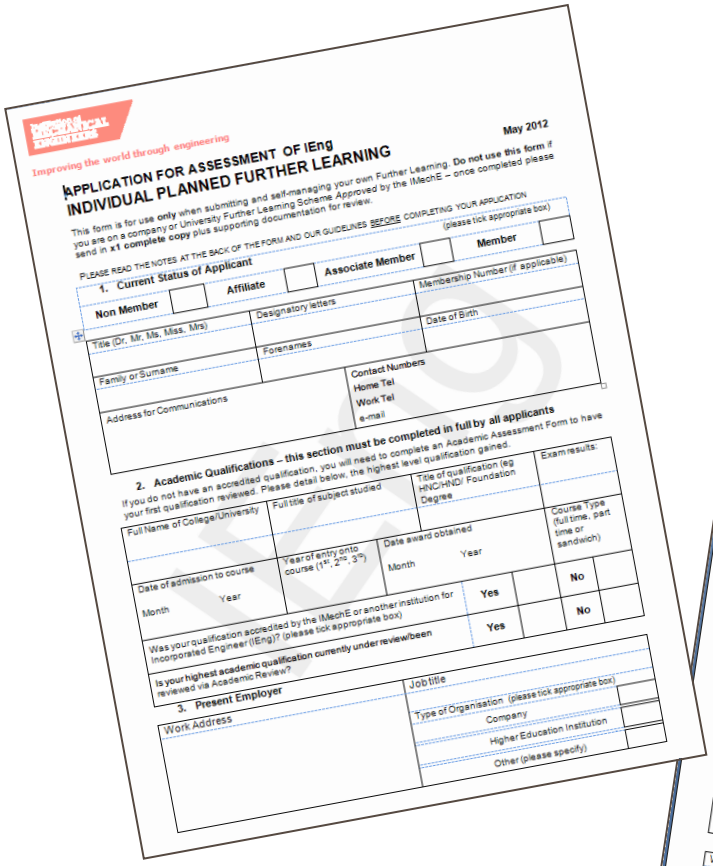
Level 4

- Performs activity in a wide range complex or non-routine contexts
- Substantial personal autonomy – can develop others within the activity

COMPETENCE ASSESSMENT

- How often do they need to ask?
- How often is supervision checking on them?
- How much actual responsibility do they have, who carries the can if it goes wrong?
- Who does the client liaise with?
- Are they involved in more than one project, multi-tasking?
- Do they manage the work of others, or train others, if so in what and why?
- How much autonomy do they have?
- Do people refer to them as the “lead” engineer or some sort of perceived senior role?
- Are they responsible for client feedback?

FURTHER LEARNING



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APPLICATION FOR ASSESSMENT OF IEng
INDIVIDUAL PLANNED FURTHER LEARNING

May 2012

This form is for use **only** when submitting and self-managing your own Further Learning. **Do not use this form** if you are on a company or University Further Learning Scheme Approved by the IMechE – once completed please send in **x1 complete copy** plus supporting documentation for review.

PLEASE READ THE NOTES AT THE BACK OF THE FORM AND OUR GUIDELINES BEFORE COMPLETING YOUR APPLICATION

1. Current Status of Applicant (please tick appropriate box)

Non Member | Affiliate | Associate Member | Member

Title (Dr, Mr, Ms, Miss, Mrs) | Designatory letters | Membership Number (if applicable)

Family or Surname | Forenames | Date of Birth

Address for Communications | Contact Numbers: Home Tel, Work Tel, e-mail

2. Academic Qualifications – this section must be completed in full by all applicants

If you do not have an accredited qualification, you will need to complete an Academic Assessment Form to have your first qualification reviewed. Please detail below, the highest level qualification gained.

Full Name of College/University | Full title of subject studied | Title of qualification (eg HNC/HND/ Foundation Degree | Exam results:

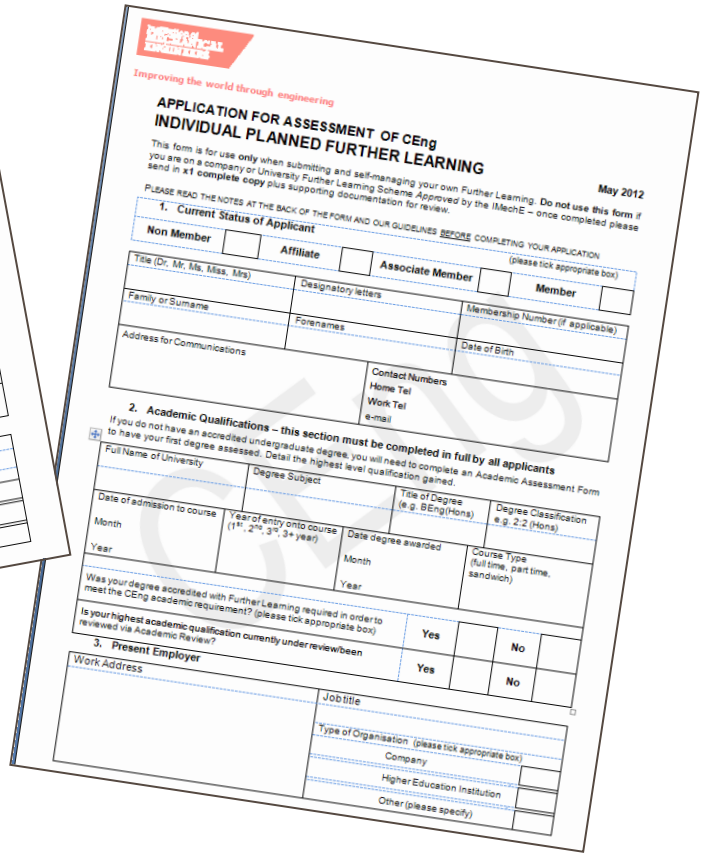
Date of admission to course: Month, Year | Year of entry onto course (1st, 2nd, 3rd) | Date award obtained: Month, Year | Course Type (full time, part time or sandwich)

Was your qualification accredited by the IMechE or another institution for Incorporated Engineer/ (IEng)? (please tick appropriate box) — Yes / No

Is your highest academic qualification currently under review/been reviewed via Academic Review? — Yes / No

3. Present Employer

Work Address | Jobtitle | Type of Organisation (please tick appropriate box): Company, Higher Education Institution, Other (please specify)



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APPLICATION FOR ASSESSMENT OF CEng
INDIVIDUAL PLANNED FURTHER LEARNING

May 2012

This form is for use **only** when submitting and self-managing your own Further Learning. **Do not use this form** if you are on a company or University Further Learning Scheme Approved by the IMechE – once completed please send in **x1 complete copy** plus supporting documentation for review.

PLEASE READ THE NOTES AT THE BACK OF THE FORM AND OUR GUIDELINES BEFORE COMPLETING YOUR APPLICATION

1. Current Status of Applicant (please tick appropriate box)

Non Member | Affiliate | Associate Member | Member

Title (Dr, Mr, Ms, Miss, Mrs) | Designatory letters | Membership Number (if applicable)

Family or Surname | Forenames | Date of Birth

Address for Communications | Contact Numbers: Home Tel, Work Tel, e-mail

2. Academic Qualifications – this section must be completed in full by all applicants

If you do not have an accredited undergraduate degree, you will need to complete an Academic Assessment Form to have your first degree assessed. Detail the highest level qualification gained.

Full Name of University | Degree Subject | Title of Degree (e.g. BEng(Hons) | Degree Classification e.g. 2.2 (Hons)

Date of admission to course: Month, Year | Year of entry onto course (1st, 2nd, 3rd, 3+ year) | Date degree awarded: Month, Year | Course Type (full time, part time, sandwich)

Was your degree accredited with Further Learning required in order to meet the CEng academic requirement? (please tick appropriate box) — Yes / No

Is your highest academic qualification currently under review/been reviewed via Academic Review? — Yes / No

3. Present Employer

Work Address | Jobtitle | Type of Organisation (please tick appropriate box): Company, Higher Education Institution, Other (please specify)

EDUCATIONAL BENCHMARK

IEng

- Bachelors level knowledge

CEng

- Masters level knowledge

FURTHER LEARNING

The first meeting –

- **establish if ‘Further Learning’ is required**

  - Developing Engineer should get it in writing that his/her degree is accredited and if FL is required by completing the on line “Qualifications Checker”

  - Developing Engineer must take steps to lodge a plan for Further Learning, and complete this whilst on MPDS (before PRI)

  - provide guidance for the FL Plan - what can the company offer for broadening of knowledge in technical and non-technical areas?

ACCREDITED DEGREE?

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You are here: Home > Membership > Academic Requirements

- Academic Requirements
  - Academic Requirements
  - Current Academic Requirements
  - Universities Seeking Accreditation
  - Alternative Qualifications
  - Qualifications Requiring Review
  - Technical Report
  - Further Learning
  - **Qualification Checker**
- Above Academic Requirements
  - Membership

Qualification Checker

You can use this form to find out if an academic qualification is accredited by the IMechE.

Please complete this form as fully as possible and we will respond to you within two working days.

You can also contact the Membership Department by calling 0845 226 9191 from the UK or +44(0) 20 7304 6999 from overseas.

PLEASE USE THIS FORM TO CONFIRM YOUR QUALIFICATION:

Please note * indicates mandatory fields

Name:*

Email:*

Membership Number:

University Name:*

Degree Designation: (e.g. BEng, MEng)*

Degree Title: (e.g. Mechanical Engineering)*

This field is required

Class:* 1

Course Type:* Full Time

Start Date: (MM/YY)*

What year did you enter the degree?:* First Year

Graduation Date: (MM/YY)*

Comments:

FURTHER LEARNING MUST SATISFY 2 KEY REQUIREMENTS

1) Deepening of knowledge in pure Engineering & Science subject areas

- this is a key component and must be clearly spelled out in the Further Learning Plan
- can be gained through assessed work-based projects and technical reports, or through University modules and other courses depending on your work role and current situation
- the plan must clearly outline the deeper knowledge and understanding that will be gained
- must be demonstrated that assessment is at Masters level for CEng, and at Bachelors level for IEng

FURTHER LEARNING MUST SATISFY 2 KEY REQUIREMENTS

2) Broadening of knowledge in technical and non-technical areas -

- through secondment, seminars, lectures and courses
- identify wider aspects of technical learning that may be available at work
- through project management; exploring or researching ethical and legal issues; cost optimisation; cost and quality management; make or buy decisions; product marketing; involvement in customer and supplier relationships etc
- record achievement of wider knowledge & deeper understanding by formal reports, peer review etc
- all activities must be formally assessed by a CEng Mentor or an appropriate senior person within the organisation
- Bachelors level for CEng, HND level for IEng

WHAT IS FURTHER LEARNING?

Further Learning is knowledge gained which will underpin the competence of initial professional development. They are separate from one another.

- Mentors assess this evidence for meeting academic requirements, they do not score this evidence for competence under the UK SPEC competence framework

- Assessment of Further Learning is about ensuring the capability to develop competence and should not be confused with acquiring competence

- Submit Further Learning plan early

ADVICE ON COMPLETING FL PLAN

- Show how assessment is carried out and by whom
- Show the assessment criteria that will be used
- Show clear difference between the learning outcomes of the BEng elements and the deeper Masters elements (HND/Bachelors elements for IEng)
- Show that Further Learning is in addition to the usual work based activities that encompass Initial Professional Development
- Show a timeline to complete the plan and include a contingency if things go wrong, to extend the plan and MPDS

REPORTS – BEST PRACTICE

QUARTERLY REPORTS

What makes a good quarterly report:

- Clear objectives with comments linked to these
- Synopsis of key elements of what has been achieved and the contributions made
- Mapped to UK SPEC to clearly show the areas of competence covered (see page 4 of MPDS toolkit)
- Written in the first person – **500 words**
- Good grammar and composition – avoid jargon
- Use of the self-evaluation area to reflect on what went well / what could have gone better

QUARTERLY REPORTS

What makes a good quarterly report:

Timely submission

- Shows ongoing commitment; ability to meet project timeline

- Two quarterly reports lodged together is NOT monitored development

- System wont allow you to upload more than 2 reports

Positive mentor comments

- Feedback that focuses on achievement of objectives

- Identify learning opportunities missed

- Be specific - “could do better” “good placement” “well done” “progressing well” is not very helpful

- Look forward to the next placement or project period

- Mentors must click on Approve when they are satisfied with the report

QUARTERLY REPORTS

Types of Evidence

- Presentations
- Reports
- Feasibility studies
- Meetings with suppliers & customers
- Process & design reviews
- Learning outcomes of seminars / courses attend
- *Do not upload anything sensitive online to MPDS*

Alternative types of Evidence

- Negotiating skills
- Contributions to teambuilding
- Training and/or management of others
- Contribution to continuous improvement initiatives
- Demonstration of meeting objectives with regard to time, cost and quality
- Demonstration of creativity / initiative
- Innovation or product improvement through induction of new methods or materials etc

ANNUAL ASSESSMENTS

Year 1

- Arrange and diarise the next quarterly meeting
- Quarter 2 & 3 meetings follow the same pattern
- Identify evidence that the trainee is developing
- Liaise with line manager and use this input for quarterly feedback and year end assessments
- Prepare the year end assessment report with the young engineer
- Complete the online scoring and close the report in MPDS
- Give clear explanations relating to your scoring

ANNUAL ASSESSMENTS

Year 2 & 3

- Follow the same process for quarterly meetings
- Should be seeing clear signs of development
  - if not, you need to make the young engineer aware of what is missing
  - ensure UK SPEC is clearly outlined and mapped into reports
- At the end of each MPDS year – complete the annual assessment report, scoring overall competence A B C D E
- Highlight the work the young engineer will be doing over the next 12 months

ANNUAL ASSESSMENTS

End of Year 4

- Mentor must decide if the young engineer is ready for professional registration or is extending MPDS
  - an additional quarter can add value to support competence
  - if the young engineer is ready for professional registration, complete the **Final** assessment
  - mentor is almost always the sponsor of the application

- Young engineer should apply within 6 months
  - recommend no more than one year later, so as the assessed competence levels are still current

  (competence levels can go down)

COMPLETED MPDS - Checklist

Corporate Membership fee

Membership application form – must be supported by an additional sponsor

Attach original report plus 3 copies of the following:

- Last 4 quarterly reports
- Year 3 Annual Report
- Final MPDS Assessment report
- Personal Report & Career Development plan (as a synopsis of the period since MPDS and plans for CPD)

BEST PRACTICE RECOMMENDATIONS

Set up a Mentor Group
- share experiences and best practice
- consider peer review with other mentors for final assessment

Use a Buddy system

Create a Steering Group

Compile your own mentor checklist

Keep mentor self assessment form in e-MPDS ‘help’

Keep up to date with changes through IMechE

RECOMMENDED READING

• IN FOCUS professional development newsletter – are you receiving this regularly

•MPDS handouts, MPDS Toolkit – advice for scoring; report comments and Further Learning information

• IMechE Guide to mentoring

•Competence profiles

•MPDS user guide for mentors

•FAQ's within MPDS and on website https://www.imeche.org/learning/volunteering/volunteer-roles/volunteering-for-membership/MPDSFAQs

•"From Application to Professional Registration: Your Complete Guide" – within Career Developer

THE GUIDE ON YOUR ASCENT TO PROFESSIONAL REGISTRATION

Use Career Developer, our suite of online reporting tools, to keep a record of your competence, even if you move between companies.

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Go to IMechE homepage and log in for access

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Latest news

Bloodhound on BBC1

BBC's Bang Goes the Theory featured Bloodhound.

Find out more about Bloodhound

Population challenge

Register by 31 May for the chance to shape IMechE policy and contribute to the UN Earth Summit 2012 Rio+20'.

Find out more

Membership

Become a member, or manage your membership to gain maximum career advantage and demonstrate your professional expertise. Benefit from: professional recognition, career development, information and resources, life-long support and the credentials to work internationally.

Find the membership grade for you

Training

Designed by engineers for engineers, our portfolio of business, management and technical training courses will help you whether you're working towards professional registration, moving into engineering management or are a strategic leader.

Search for a training course

Events

A comprehensive programme of technical seminars, conferences, workshops and lectures showcases the latest research and best practice from industry across the full range of mechanical engineering sectors.

Find an event in your industry

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MPDS Panel
Career Developer help for Associate Members

Click on the MPDS link

WELCOME TO CAREER DEVELOPER

Working toward professional registration

Get started with Career Developer

Continue with your MPDS or NAP

Your Professional Review Report (PRR)

Continuing professional development

Maintain your CPD record

Working toward Fellowship

Mentors, scheme administrators and PRI assessors

MPDS mentors

MPDS Scheme Administrators

Assessors' online training

PDSC panel members

Career Developer helpline

For advice on your individual Career Developer pathway.

T: 0845 226 0211
E: mpds@imeche.org

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Search: GO

My Account | Notice Board | My Status | Plans | Evidence List | Quarterly Reports | Annual Assessments | Meetings

Danielle Marchant you are here: My Account > eMPDS

Welcome Danielle Marchant

Notice Board

This takes you to the Notice Board of your account

Dear Users

24th August 2011

Information for Developing Engineers registered on MPDS

We are committed to supporting you on your route to professional registration and we want to be sure that your MPDS quarter and year is correct. If your account is not showing these details, please email us at MPDS@imeche.org and we will reset your MPDS status. This will then allow you to upload your current reports.

Your quarterly reporting dates show in the My Status area of your account. These reporting dates were generated when you first registered. Please try to follow this framework but if you are experiencing significant slippages with your reporting contact us to discuss your personal way forward.

Please note that your annual reporting dates do not reflect recent changes and gaps in the scheme. The dates within your report schedule are based only on the original start date and previous experience claim.

Your access to eMPDS will be automatically terminated if your IMechE subscriptions are not kept up to date.

Information for Developing Engineers registered on the Non-Accredited Pathway

We are committed to supporting you on your route to professional registration. You will be using the online system to plan and record your professional development. When your mentor is happy that you have achieved an appropriate level of competence you should make your application for professional registration. To do this you will need to submit a Professional Review report click here

For FAQs for those using MPDS click here

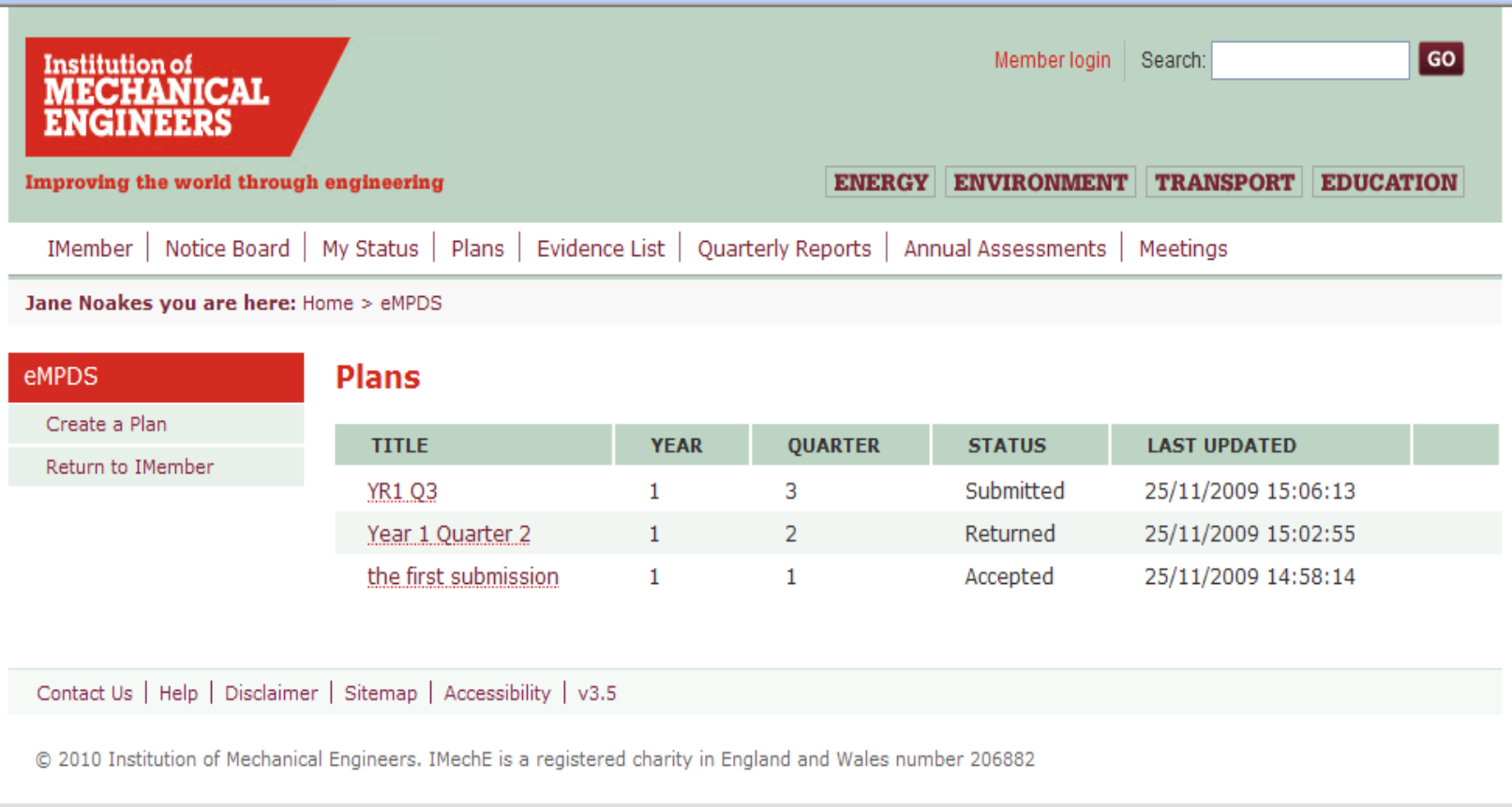
To help you find your way around the online system click here

For information about Further Learning click here

For details on additional courses on training and development click here

For details of online resources click here

We hope you will enjoy using the new system and, as always, we welcome any suggestions for its continued improvement.



Click on the Plan tab to create a plan

IMember | Notice Board | My Status | Plans | Evidence List | Quarterly Reports | Annual Assessments | Meetings

Jane Noakes you are here: Home > eMPDS

Your MPDS year and quarter will automatically import

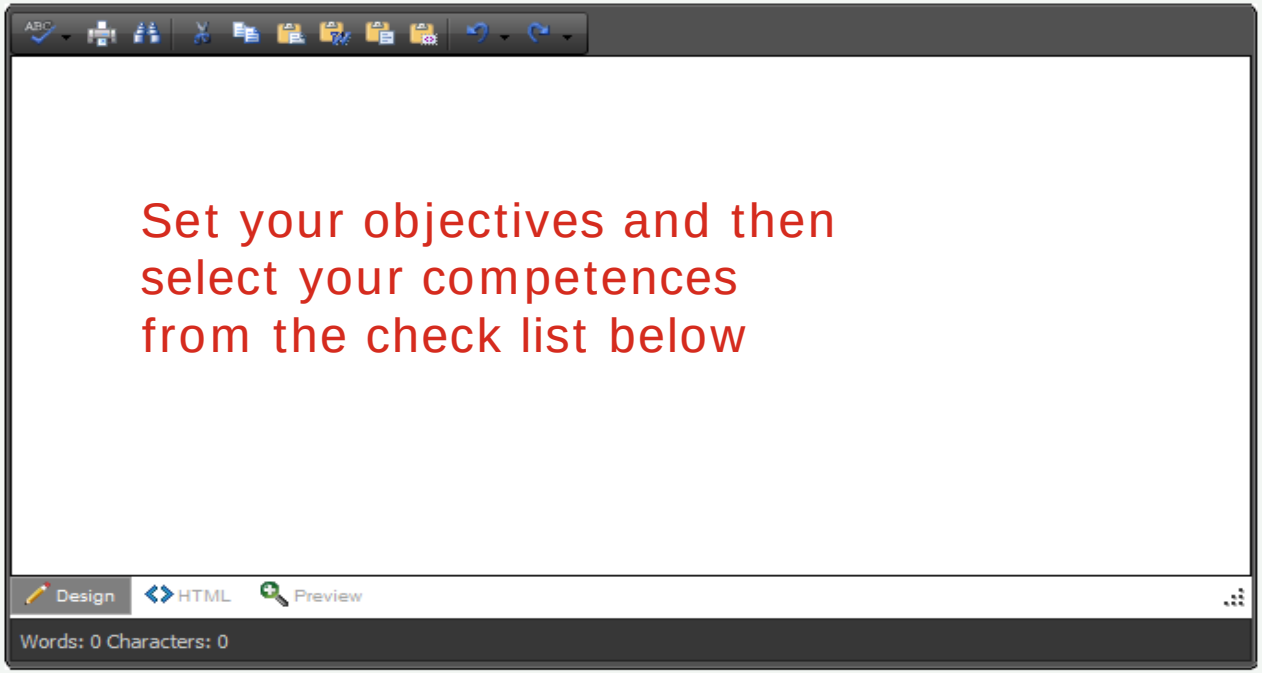
PLAN DETAILS

Plan Title*

Plan Year: 1

Plan Quarter: 3

Objectives *



PLAN COMPETENCIES

- [ ] CE-A.1-Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments
- [ ] CE-A.2-Engage in the creative and innovative development of mechanical engineering technology and continuous improvement systems
- [ ] CE-B.1-Identify potential projects & opportunities
- [ ] CE-B.2-Conduct appropriate research, and undertake design and development of mechanical engineering solutions
- [ ] CE-B.3-Implement design solutions, and evaluate their effectiveness
- [ ] CE-C.1-Plan for effective project implementation

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ENERGY | ENVIRONMENT | TRANSPORT | EDUCATION

IMember | Notice Board | My Status | Plans | Evidence List | Quarterly Reports | Annual Assessments | Meetings

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eMPDS

- Submit Evidence
- Summary Report - By Competency
- Summary Report - By Evidence
- Summary Report - Complete List
- Checksheet
- Return to IMember

Evidence List

TITLE	YEAR/QUARTER	SUBMISSION DATE	STATUS	LAST UPDATE
CEO presentation	Yr 1 Qtr 1	25/11/2009 15:08:35	Accepted	25/11/2009 15:18:49
test	Yr 1 Qtr 1	30/11/2009 15:08:08	Submitted	30/11/2009 15:08:08

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Click on the Evidence tab to submit your evidence

Evidence Category*

Evidence Title*

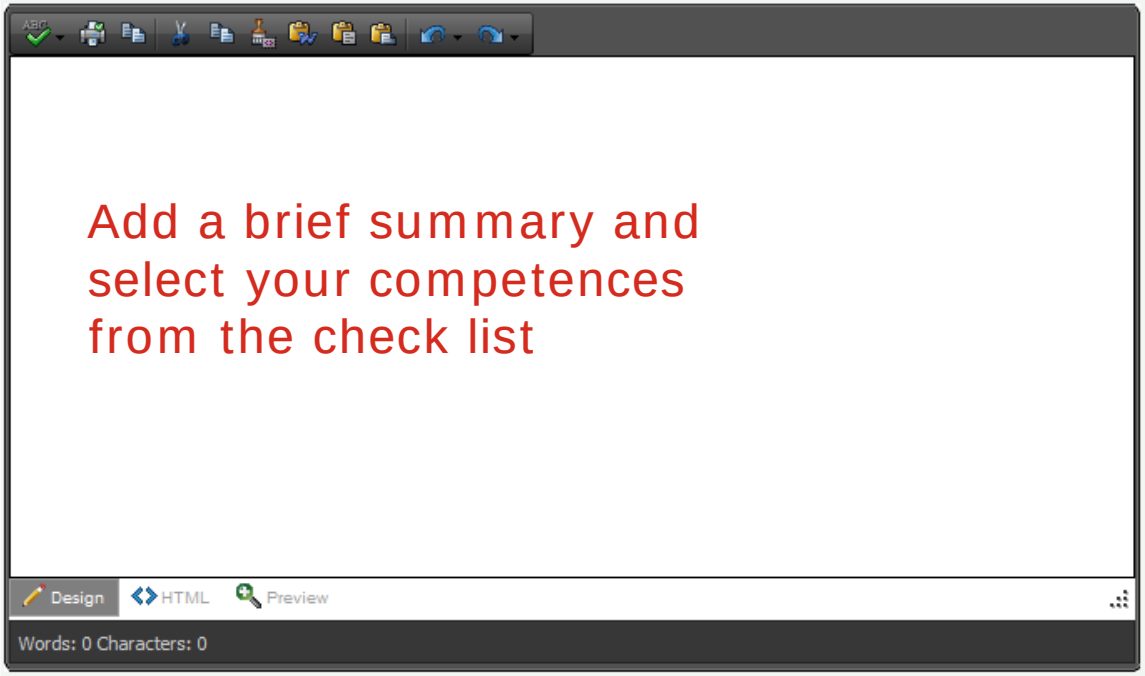
Evidence Year/Quarter* Year 1 Quarter 1

Your MPDS year and quarter will automatically import

EVIDENCE FILES

Evidence Location*

NOTES/COMMENTS



COMPETENCES ASSOCIATED WITH THIS EVIDENCE

Select the competencies you want associated with the above evidence

- [ ] Competencies Recommendation
- [ ] CE-A.1-Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments
- [ ] CE-A.2-Engage in the creative and innovative development of mechanical engineering technology and continuous improvement systems

eMPDS
- Submit Evidence
- Summary Report - By Competency
- Summary Report - By Evidence
- Summary Report - Complete List
- Checksheet
- Return to IMember

Evidence List

TITLE	YEAR/QUARTER	SUBMISSION DATE	STATUS	LAST UPDATE
CEO presentation	Yr 1 Qtr 1	25/11/2009 15:08:35	Accepted	25/11/2009 15:18:49
test	Yr 1 Qtr 1	30/11/2009 15:08:08	Submitted	30/11/2009 15:08:08

The Checksheet will map your progress through the competences

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Developing Engineer Checksheet

Developing Engineer -

Status description:

✔ Not Assessed **0** | Not addressed **1** | Aware **2** | Familiar **3** | Skilled **4** | Expert

Year / Period	Title	A.1	A.2	B.1	B.2	B.3	C.1	C.2	C.3	C.4	D.1	D.2	D.3	E.1	E.2	E.3	E.4
Year 1																	
Quarter 3	Draft 3	✔	✔	✔		✔	✔	✔						✔	✔	✔	✔
Quarter 2	Draft Evidence						0	1	2	3							
Quarter 2	Draft Evidence 2										3	1	2				
Quarter 2	Draft evidence drawings						0	0	2	2	2	4	3				
Quarter 1	Draft evidence 2	2	1	1	1	1											
Quarter 1	Evidence Draft	1	2	2	0	2											

Click on the Quarterly Reports tab to create a report

These are compulsory and must be signed off by your mentor no later than 8 weeks after the due date

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ENERGY | ENVIRONMENT | TRANSPORT | EDUCATION

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YOUR MENTOR NEEDS TO LOG IN AND APPROVE YOUR OUTSTANDING SUBMISSIONS. THIS ACTION WILL UNLOCK YOUR ACCOUNT AND ENABLE YOU TO UPLOAD YOUR CURRENT QUARTER. YOU MAY ONLY HAVE TWO SUBMISSIONS UNAPPROVED AT ANY ONE TIME

REPORT DETAILS

Report Title*

Report Year: 1

Report Quarter: 1

Objectives*

PLAN COMPETENCES

- CE-D.1-Communicate in English with others at all levels (Evidence)
- CE-A.1-Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments (Planned)

EVIDENCE SUBMITTED DURING THIS QUARTER

Evidence Title: CEO presentation

Notes:

File: CEO presentation.ppt

Reviewer: (76925365) Southwood, Nigel

Review Notes: A well received presentation

Competences

- CE-D.1-Communicate in English with others at all levels **(Level:3)**

Create your report

The new system will only allow you to have two open submissions at any one time

Your mentor must log on an approve your submissions in a timely manner. The system will then unlock and allow you to progress

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- Create an Assessment
- Return to IMember

Annual Assessment

TITLE	YEAR	STATUS	LAST UPDATED	

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Click on the Annual Assessments tab to create your annual assessment report

Institution of MECHANICAL ENGINEERS

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Jane Noakes you are here: Home > eMPDS

Annual Assessment

YOU HAVE NOT HAD ALL OF THIS YEAR'S REPORTS ACCEPTED YET. THIS MUST BE COMPLETED BEFORE YOU CAN COMPLETE YOUR ASSESSMENT

DETAILS AND COMPETENCES | DEVELOPING ENGINEER'S NOTE | MENTOR'S REPORT

ASSESSMENT DETAILS

Status

Status Date

Year 1

Your quarterly report and evidence submissions will map across into this template

CE-A-USE A COMBINATION OF GENERAL AND SPECIALIST MECHANICAL ENGINEERING KNOWLEDGE AND UNDERSTANDING TO OPTIMISE THE APPLICATION OF EXISTING AND EMERGING TECHNOLOGY

Core Competence Level

Add examples of the how core competence has been met

CE-B-APPLY APPROPRIATE THEORETICAL AND PRACTICAL METHODS TO THE ANALYSIS AND SOLUTION OF MECHANICAL ENGINEERING PROBLEMS

Core Competence Level

Add examples of the how core competence has been met

CE-C-PROVIDE TECHNICAL AND COMMERCIAL LEADERSHIP

Core Competence Level

PROCESS AND FLOW

Developing Engineer:

Submit a Plan

Submit Evidence (Optional)

Submit Quarterly Report (Compulsory)

1

2

3

Mentor:

Review and Approve Plan

Review and Accept Evidence

Review and Approve Report

4

Each Year (normally): Assessment to score UK-SPEC Competence (within 2 months of due date)

CAREER DEVELOPER SUMMARY

- **Use the system in its simplest form**
  - Go straight to Reports tab: Cut + paste 500 words, press save
  - This simple format is recommended if you are falling behind

Or

- **Use the ‘optional’ tools**
  - Submit a Plan then Submit Evidence
  - Auto mapped to Quarterly and Annual Report and checksheet
  - Adds significant value to reports and provides extra feedback

Or

- **a combination of both methods from time to time**

THE PROFESSIONAL REVIEW INTERVIEW

PROFESSIONAL REVIEW (PRI)

- PRI is an opportunity for a business discussion with senior engineering peers
- Relatively informal discussion of 45 minutes
- Panel members are trained to assist the developing engineer to offer important and relevant items
- The panel have already reviewed the reports/documentation
- The interview consultant acts as an impartial manager

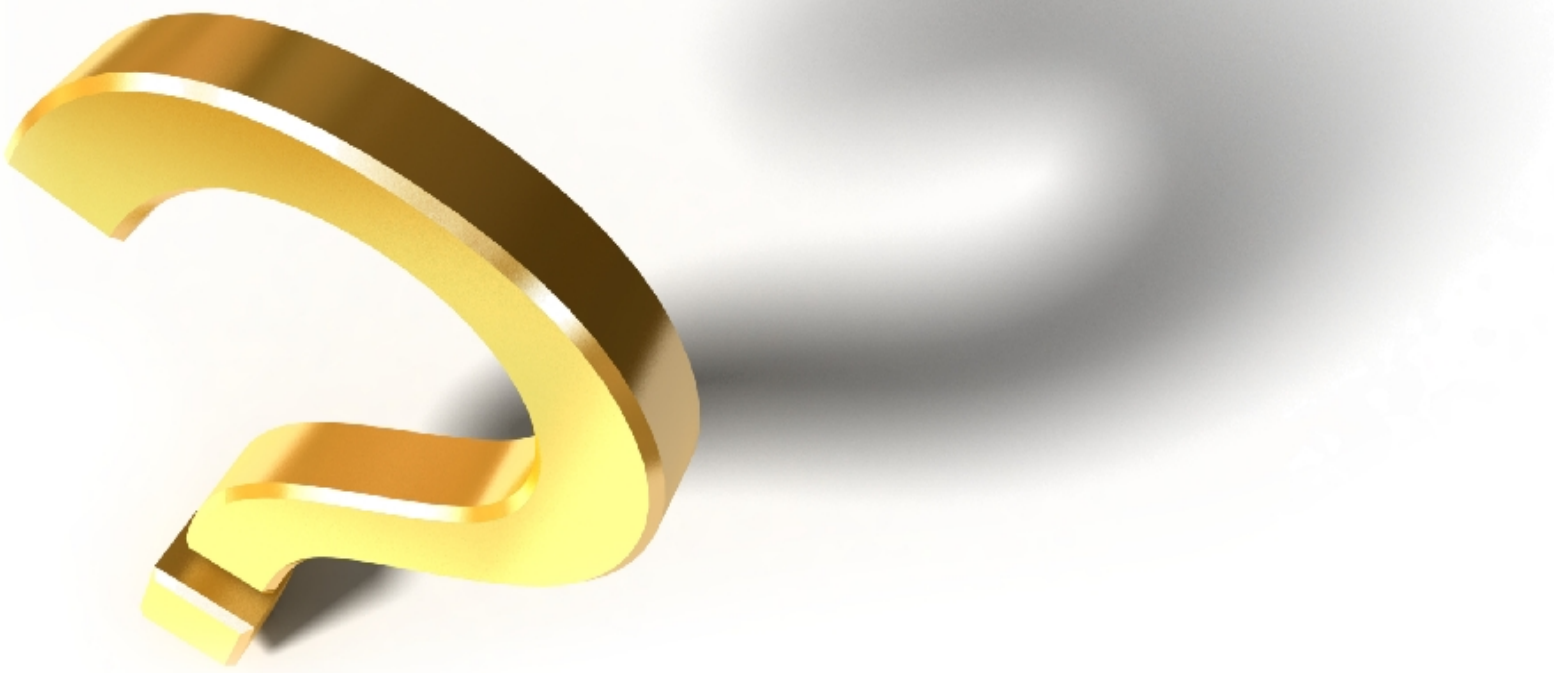
PROFESSIONAL REVIEW (PRI)

- Panel will usually ask “is there anything further the individual may like to introduce or discuss ?”
- Mentors are welcome but may not contribute unless specifically asked to comment, usually at the end
- The Code of Conduct is often raised
- An opportunity to discuss engineering ethics and its importance in the community, issues of sustainability in engineering practice, etc

WHAT ARE THEY ASSESSING ?

- How problems identified & resolved
- Technical content - depth & breadth
- Use of new & emerging technologies
- Safety, quality & environmental issues
- Your level of responsibility & autonomy
- Identify size of project (£)
- Where and how your role fitted in
- Leadership skills - direct or indirect
- Any budgetary and/or planning control
- Technical and commercial restraints
- Evidence of verbal & written communications skills
- Learning points

Any Questions



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Professional Engineer
Your Future;
Our Business