



## 1. Introduction

Institutions may accredit a structured framework through which individual pass, attesting to the suitability of the arrangements for learning, mentoring, recording and assessment. However, such approval does not necessarily assure that all of the objectives required for registration have been met for every individual. Individual candidates must still show how they have met all of the IPD requirements within the framework of the approved scheme.

The Institution has produced guidelines for companies/organisations, which provide training programmes to submit details for approval in the correct format.

To be accredited, a scheme must:

- Have clear objectives to be achieved, which demonstrably relate to the standards of competence and commitment adopted by the IGEM
- Have systems to provide formative and summative assessment against these objectives
- Provide certification of achievement of objectives, in a way which records evidence sufficiently for the Professional Review
- Have the commitment of senior and line management and be fully integrated into staff development policies

This guide has been prepared to help organisations apply for the accreditation of training programmes, seminars and other appropriate training schemes.

The content of this guide has been based upon the standards developed by the Training and Development Lead Body and the procedures that Nationally Recognised Awarding Bodies apply to organisations offering their qualifications.

## 2. Application Requirements

Companies enquiring about prospective accreditation of their schemes shall be sent the appropriate UK-SPEC documentation and IGEM membership guidelines. The PDC panel are provided with the same documentation together with the company's details of the training scheme.

Applications for the accreditation of training programmes must include the following information: -

1. Contact person with telephone number
2. Title of Course(s)
3. Aims of the Course(s)
4. Learning Objectives. Objectives should be Specific, Measurable, Achievable, Realistic and if possible Timed (SMART). They shall also include the standards against which success will be measured.
5. Content

Specific reference should be made to IGEM and other appropriate technical standards to be employed and the depth to which each topic is taken.

6. Maximum and minimum numbers of people per programme
7. Prior knowledge, skills and experience of candidates

8. Duration including details of the expected timing of each session
9. Training methods to be employed in each session

Variety will be expected so as to take account of the variations in individual learning styles. Methods may include:

- Lectures
  - Demonstrations
  - Practice/ exercise including simulation
  - Quiz
  - Case study
  - Facilitated group discussion
  - Brainstorming
10. Systems to be employed to evaluate and improve the content and delivery of the programme.
  11. Details of Trainers involved

Evidence of Trainers' competence both in the subject and as a Trainer should be provided through e.g. the provision of their CVs or equivalent.

12. Physical resources to be employed
  - Equipment type, modernity & location
  - Handouts inc. copies of standards
  - Exercise/ projects
  - Visual aids
13. Support for individual candidate's learning
14. Location(s) to be used for training
15. Roles and responsibilities of other people involved
16. Assessment, if applicable

If assessment is to be involved, an explanation is required as to how it conforms to relevant National Standards.

### 3. Assessment Criteria

Assessment based on prior submission and observation, and reported by statements under the following headings

#### ➤ **Company**

- Previous Accreditation Findings
- Suitability of the business to meet objectives of the scheme
- Resources – financial, facilities, qualified staff

#### ➤ **Trainees**

- Entry qualifications – subjects, level, grades, whether accredited
- Trainee previous experience
- Commitment of trainees
- Number of trainees compared to company resources

## ➤ Training Scheme

- Objectives and structure relative to IGEM Competence and Commitment Statements
- Balance of formal, informal, self-learning and experience
- Commitment of senior and line managers
- Mentoring arrangements
- Method of assessment
- Method of recording achievement
- Quality assurance arrangements
- Trainee comments on the scheme

## 4. Accreditation and Implementation Procedures

Upon receiving a request for enquiry/application of a training scheme accreditation from a company, the Membership Manager shall acknowledge receipt of the application to the company and send them a copy of the Institution's Provider's Guidelines and any other appropriate documentation. The Membership Manager shall request additional information from the company, if appropriate at this stage.

The Membership Manager shall forward details of the request for accreditation of training scheme to the Chairman of the PDC.

On receipt of the training scheme accreditation documentation, the Chairman of the PDC in consultation with other appropriate members shall review the scheme to establish whether a case exists for accreditation. The Chairman may also request the company to provide more details of the scheme, if appropriate before further consideration can be given.

If a case exists for accreditation, the Chairman shall appoint a panel of members with appropriate experience for the level of registration, as the scheme requires.

The panel members shall consider the scheme normally within four weeks of the receipt of the documentation (to the PDC) and should provide the Chairman of the PDC with their written comments and initial recommendations

The panel will consider in detail whether the scheme;

- facilitates the attainment of objectives and includes explicit definition of these requirements.
- has a comprehensible hierarchy of understanding, based on the concepts of appreciation, knowledge, experience and ability
- has satisfactory provisions for the monitoring and assessment of trainees' progress, including clear and regular arrangements for recording and reviewing the work undertaken and standards achieved
- encourages trainees to gain confidence in the development of their ideas
- enables trainees to reach recognised standards of competence
- prepares the trainees, to exercise responsibility (i.e. make informed judgement and decisions), based on the application of principles, realisation and the acceptance of consequences arising from such judgement/decisions.
- has satisfactory arrangements for the submission of training records for scrutiny by the PDC
- promotes an awareness of the need for continuing professional development (CPD) practices

- is fully supported by the company/employer in terms of commitment of corporate resources.

At the conclusion of the panel's review the Chairman of the PDC shall determine the need or otherwise, to visit the company/employer. A visit will normally be made if the scheme is being submitted for the first time for accreditation. A full written report is prepared with recommendations. If a visit is deemed necessary, the report is prepared after the visit.

The draft report, normally prepared by the Chairman of the PDC /Secretary, is reviewed and revised by all panel members as appropriate.

If/when the scheme is approved; the company/employer is advised accordingly and notified that accreditation of the scheme is for a maximum of five years with effect from the date of approval.

Where the approval of a scheme is declined, the company/employer may appeal in writing to the Institution's CEO, who will review the matter with the Council. The Council who, in consultation with the CEO, Chairman of the PDC and Chairman of the MC, decides:

- to approve the appeal and reconsider the application as necessary
- to reject the appeal and offer appropriate course of actions to the company

Applications for accreditation of training schemes are expected to contribute to the Continuing Professional Development of Gas Engineers and Managers and to promote safety within the UK Gas Industry.

## **5. Mentors Roles and Responsibilities**

Accredited professional development schemes require the appointment of qualified engineers and technicians to fulfil the role of mentor. The mentor will guide and assist the trainee and review progress and annotate records at periodic appraisals. Accredited schemes will also require the nomination of Assessors to certify attainment of key objectives. There will normally be a separation between the support role of the mentor and the checking function of the Assessor.

All approved IPD schemes will require the appointment of a qualified professional to fulfil the role of a Mentor. If the scheme is leading to registration with Engineering Council, the mentor should be a qualified professional engineer or technician. The mentor will guide and assist the trainee, review progress and annotate logbooks and other records at periodic appraisals.

For approved individual programmes, the Institution will seek to identify prospective mentors. All approved schemes will also require the nomination of in-house Assessors to confirm the attainment of programme objectives.

The system of recording the progress for company and individual schemes will form part of the overall approval. All individuals undertaking IPD must keep a logbook of their IPD activities.

Evidence and records assembled retrospectively into a portfolio by those candidates following independent schemes, will require authentication and evaluation by previous employers, supervisors or other suitable persons.

The Institution has list of 'approved' mentors and is constantly seeking further volunteers, particularly from the younger age range to encourage more young members to apply for membership and registration.