

IET Apprenticeship Scheme Approval Process – A **Brief Description**

Approval Philosophy

The IET has mapped a number of NVQ frameworks against UK-SPEC and have identified pathways that deliver the required competencies.

In order to become Approved we will need to assess the delivery of your scheme; looking at such criteria as:-

- Recruitment
- Mentoring and Support
- Additional experience beyond the NVQ content
- Records and control of the apprentices
- 3rd party reports such as OFSTED and the awarding body EV reports
- Placements within the scheme and the eventual roles

Approval Process

Approval takes the form of a visit by someone from the IET to fill out an application form on your behalf. It is useful to meet with key personnel (company and provider if one is used); a quick informal visit to see the apprentices and their workplace to gain an idea of the type of work they are engaged in is also useful.

A copy of the application form is attached for your information (remember that we fill this in for you, but any entry that you can make ahead of time is always welcome). The last page lists some of the evidence that is useful to see.

Once a draft of the application form has been produced, it is sent back to you for checking and for you to add any additional information. We then request that you sign the front page, SA 1, to confirm that the information is correct and that you agree with the terms and conditions (attached below).

Approval Assessment

The form is submitted to three of our volunteer member assessors for their approval or comments.

Once your scheme is approved, your graduating apprentices can register for EngTech or ICTTech without having to provide evidence of competence apart from the unit pathway of the NVQ they completed.

If you have any questions or would like more information about this process please e-mail:

Accreditation@theiet.org

Terms and Conditions for IET Approved Apprentices Schemes

This Approved Apprenticeship scheme is for individuals who complete any of the following Mapped Competence Based Programme as part of the Framework:

Refer to form SA3 for the mapped pathways

Approval is normally granted for three years with the requirement for a Scheme Self Assessment Report (SSAR) to be submitted annually.

There is no charge for the first Approval.

Re-Approval is charged at £500. This charge is waived if:-

- The scheme has produced a number of registrations equal to or greater than 15% of the Apprentices who complete each year.
- The scheme provider pays the IET membership for apprentices throughout their training period.
- The scheme holder maintains an updated list of those individuals on the scheme and informs the IET of those who are eligible to become apprentice members of the IET. This list to be updated each year with those entering scheme, as part of the SSAR.
- The scheme holder maintains familiarity with the requirements of the Engineering Council's UK-SPEC for Professional Engineers (2008) or the ICT *Tech* Standard (2008) and demonstrates progressive compliance.
- The scheme holder allows the IET access to promote membership and professional registration to those on the scheme.

The scheme holder is allowed to use both the term 'Approved Apprenticeship' and the IET logo on appropriate documentation relating to the scheme and its promotion.

Number of Apprentices	Year 1		Year 2		Year 3		Year 4	
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Apprentice Membership per person

£50 for Course Duration

£20 per annum