****

**APPLICATION FOR THE IET ACCREDITATION OF PROGRAMME (S)**

|  |  |
| --- | --- |
| Organisation |  |
| Title of the programme(s) |  | Programme Ref. Number |  |
| Programme(s) level |  | Length of scheme |  | Number of apprentices across all years |  |
| Engineering Council Record Number |  | Accreditation |  | Re-Accreditation |  |
| Engineering Technician (EngTech) |  | Technician Plus |  | Incorporated Engineer (IEng) |  |
| ICT Technician (ICT*Tech*) |  | Partial Incorporated Engineer (IEng) |  | Chartered Engineer (CEng) |  |
| Name of Contact  |  | Title/Position |  |
| Address |  |
| Telephone number/s |  | Email Address |  |

**Declaration by Senior Manager in charge of Programmes**

I certify that the information provided on the accompanying programme(s) details form (SA 2) is accurate to the best of my knowledge.

This organisation will accept and agree to be bound by the IET Accredited Apprenticeship Scheme Terms and Conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Name |  |
| Date |  | Position |  |
| Professional Affiliations (if any) |  |

Form SA 2

|  |  |  |
| --- | --- | --- |
| **1.** | **Overall design** | ***What information to include*** |
| 1.1. | Purpose of the programme(s) |  |
| 1.2. | Programme(s) competences and/or learning outcomes delivered |  |
| **2.** | **Support for routes to Professional Registration** |
| 2.1. | Professional Registration support in the programme(s) |  |
| 2.2. | CPD (Progression details)In order for the scheme to be recognised by the IET, please provide details of how professional engineering competencies are recorded and tracked. (For example, use of IET Career Manager) |  |
| 2.3. | Personal monitoring and development of Professional registration. |  |
| 2.4. | Is IET Career Manager used? |  |
| **3.** | **The profile of trainee entrants and their target occupations** |
| 3.1. | The selection and entry criteria and an overview of the process by programme. |  |
| 3.2. | The intended roles of the participants on completion. |  |
| 3.3. | Expected completion date for each year of the current intake? |  |
| 3.3. | Available information on the success of the programme(s) to date. |  |
| **4.** | **The general environment in which the scheme operates** |
| 4.1. | The place of the programme(s) within the company’s organisation and the key people involved including their roles, relationships, responsibilities, qualifications and professional affiliations: eg line-manager, mentors, assessors etc. |  |
| 4.2. | Facilities for participants. |  |
| 4.3. | List any additional locations which deliver this programme. |  |
| **5.** | **Depth and range of coverage** |
| 5.1. | The integration and relevance of the programme(s) to the business |  |
| 5.2. | Size of the programme eg.: Number of units, minimum duration etc |  |
| 5.3.  | Programme(s) structure |  |
| 5.4. | Induction into the working environment and to the culture of the industry. |  |
| 5.5. | Instruction in safe systems of work and in the duties and responsibilities as employees. |  |
| 5.6. | Involvement of the participants in the assessment of risk with respect to H&S, the environment or data loss, cyber security and the implementation of safeguard measures. |  |
| 5.7. | Personal development of participants both as independent professional practitioners and as members of a business team. |  |
| 5.8. | An understanding of the functioning of the business process in its world-wide competitive environment and the company’s relationship to its customers, suppliers, shareholders and employees. (Include equality and diversity awareness) |  |
| **6.** | **Details of the provision of content and support** |
| 6.1. | The identification of any FE or HE programmes or institutions formally linked to the programme(s) inclusive of ‘sandwich’ course and ‘work experience’ placements. |  |
| 6.2. | The academic links of company staff associated with the programme e.g., visiting professors and lecturers, industrial tutors and/or examiners. |  |
| 6.3. | Placement of participants with supplier and customer business and with other parts of the company group (including non-UK) or with industrial Training Schemes. |  |
| 6.4. | Additional training and support delivered as part of the programm(s) to enrich the particpants’s learning experience.  |  |
| 6.5. | Learning Delivery and Assessment capability of staff. |  |
| **7.** | **Validity of assessment** |
| 7.1. | Strategy and Method of assessment employed. |  |
| 7.2. | The arrangements for formative assessment and counselling of learners, whether or not linked to a company appraisal system. |  |
| 7.3. | What records do participants, programme administrators and the company maintain? |  |
| **8.** | **Reliability of assessment** |
| 8.1  | Internal Review System |  |
| 8.2 | External Review System |  |
| **9.** | **Other Accreditation Programmes** |
| Accrediting Institution | Programme Title | Registration Number | Type of Registrant  | Duration and Expiry |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Supplementary Information for College and Provider Applications**

Please provide examples of the experience delivered to the participants at their place of work. A representative cross section is sufficient rather than a full listing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Subject | Numbers per Subject | Job Role Rotation | Expected Final Position |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Additional Information

Form SA 3

**Learning Outcomes Map to; and coverage of, the Registration Standard**

This form allows for an overview of the extent to which the programme(s) can be expected to prepare participants to meet the standards for registration with the Engineering Council by mapping learning outcomes and objectives against the competence and commitment categories. Please indicate in the columns provided the extent to which the competence category should be covered (ie Fully, Partially or Not covered) and the main references in your supporting documentation where this is mentioned.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Competence and Commitment | Coverage  | References to Supporting Documents |
| A | Knowledge and Understanding |  |  |
| B | Design, development and solving engineering problems |  |  |
| C | Responsibility, management and leadership |  |  |
| D | Communication and interpersonal skills |  |  |
| E | Personal and professional commitment | Fully | Membership of the IET |

NOTE:

The Engineering Council has outlined the competence and commitment categories the UK Standard for Professional Engineering v4 (UK-SPEC v4) that set the standards for registration as a professional engineer or technician. These categories can be broken down if needed into their component elements and mapped against other standards eg S/NVQs. A copy of the categories required for registration is available on the Engineering Council Website.

Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems.

Engineering Technicians shall demonstrate:

* Engineering knowledge and understanding to apply technical and practical skills
* Evidence of their contribution to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
* Supervisory or technical responsibility
* Effective interpersonal skills in communicating technical matters
* The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
* Commitment to professional engineering values