



**Accreditation of Professional Development Schemes  
Application Form for New and Existing Schemes**

**This Application is being made to:**

Please put a cross in all boxes relevant to your application. If you are seeking joint accreditation, please put a cross for your chosen lead institution.  
In addition to completing this Application, each Institution may have its own supplementary questions that must also be completed and submitted. Please refer to each Institution's guidance notes for further information.

Institution Please put a cross for lead Institution		Registration Category				
		CEng	IEng	EngTech	ICT Tech	CPhys
<b>Institution of Engineering and Technology</b>						
<b>Institution of Mechanical Engineers</b>				See note below *		
<b>Royal Aeronautical Society</b> Please indicate if PD Scheme or Apprenticeship Scheme	PD					
	APP					
<b>Institute of Physics</b>						
<b>Institute of Marine Engineering, Science and Technology</b>						

\* Please note that a separate application is required for EngTech approvals.

**Section 1: Company Information**

<b>Name and Main Company address</b>
<b>Department/Division</b> (if applicable)
<b>Company Website</b>
<b>Nature of the business</b>

<b>Scheme Owner</b> (Person with ultimate responsibility for the scheme)	
Name Job Title Address Telephone Email Professional Qualification	
<b>If the Scheme Owner is not professionally registered and directly involved with the Scheme management processes, please provide details of a professionally registered engineer who will be involved in the management of the Scheme</b>	
Name Job Title Address Telephone Email Professional Qualification	
<b>Scheme Administrator</b> (Person with day to day responsibility for the Scheme, if different from above)	
Name Job Title Address Telephone Email Professional Qualification	
<b>List of Management and Staff associated with the Scheme</b> (Please provide a list on a separate sheet and include job titles and professional qualifications if applicable)	

## Section 2: Scheme Information

<b>Title of Scheme</b>	
<b>Purpose of Scheme</b>	
<b>How long has the Scheme been operating?</b>	
<b>Is the Scheme already accredited by another Professional Engineering Institution?</b>	
<b>Institution</b>	<b>Scheme Number</b>
Institution of Engineering and Technology	
Institution of Mechanical Engineers	
Royal Aeronautical Society	
Institute of Physics	

Institute of Marine Engineering, Science and Technology	
Other	
<b>Number of candidates currently on the Scheme. Please provide a list according to affiliated PEI on a separate sheet</b>	
<b>Outline your future candidate recruitment plans for the scheme</b>	

### Section 3: Scheme Locations

<b>Primary location in which the Scheme operates or at which the Scheme is delivered</b>
<b>Additional locations the Scheme operates or at which the Scheme is delivered</b> (Please state any localised administrative support and provide contact details for each additional location)
<b>How is the Scheme at secondary sites monitored and administered?</b>
<b>How does the organisation ensure candidates at secondary sites follow the same Scheme as in the primary location and to the same standards?</b>

### Section 4: Scheme Overview

<b>Describe your recruitment and induction processes</b>
<b>Outline the structure, duration and general pattern of the scheme</b>
<b>Briefly detail how UK-SPEC** competences are incorporated into the scheme</b>
<b>Describe the company's policy on Further Learning (if applicable)</b>
<b>Explain how the Scheme is administered, monitored and reviewed together with any supporting mechanisms and management processes that are in place</b>
<b>How is the Scheme documented?</b> (Please attach a copy of the Scheme supporting document i.e. Scheme Manual or similar)

**Detail any quality assurance processes that are applied to the Scheme**

**How do you ensure the Scheme remains effective over time?**

**Detail any specific learning facilities and resources available to scheme candidates**

## **Section 5: Candidate Assessment**

**How do you track candidate progression through the Scheme?**

**How (and how often) are candidates assessed against UK-SPEC\*\*?**

**What kind of records are candidates expected to keep as part of their development?**

**What is the expected role of candidates once professional registration has been achieved?**

## **Section 6: Candidate Support**

**What support is offered to candidates to become registered? i.e. membership fees, mock interviews, application guidance, recognition etc.**

**Outline the general requirements of the mentor/mentee relationship i.e. frequency of meetings, minutes etc.**

**How are Mentors selected and what support/recognition do they receive?**

**What training do Mentors receive and how often?** (Please note that, Mentors must undertake frequent training, including UK-SPEC\*\* – see PEI's individual guidance for frequency and type of training required)

**How many active, trained Mentors are involved in the scheme?**

**Do Mentors attend any formal or informal meetings as a group?**

<b>On average, how many active candidates does each Mentor support?</b>

**Section 7: Special and Commendable features**

<b>Please give details of the special features or areas of good practice to which you wish to draw the attention of the accreditation panel</b>

**Section 8: Scheme Improvements**

(To be completed by organisations applying for reaccreditation **only**)

<b>Detail any changes made to the Scheme since the last visit</b>
<b>Explain how you have addressed any conditions or opportunities for improvement (if applicable) made by the previous visiting panel</b>

**Section 9: Future Plans**

<b>Detail any major changes planned or intended in the Scheme structure or content, facilities, equipment, staff or DE intake. Please include implementation dates if applicable</b>

**Section 10: Additional Documentation**

<b>Please list any additional documents submitted as part of your application</b>

**\*\* and/or CPhys where appropriate**

## Section 11: Fees and Declaration

<b>Fees</b>	
The institutions have different fee structures associated with accreditation and monitoring of candidates. Fee information is detailed on a separate sheet available from each institution if not included with the Application Guidelines.	
<b>Declaration</b>	
<b>This must be signed by the Chief Executive or other person having the authority to allocate the resources required to support the scheme(s)</b>	
By submission of this application the Company agrees to honour its commitment for the professional development of candidates and pay the accreditation fees, where applicable, due to the relevant institutions. The Company is also giving assurance that qualified staff and resources are available to support the Scheme(s).	
The Company is responsible for ensuring that all relevant personnel involved with the development of the candidates are fully aware of this application and the Partner institutions' requirements. Accreditation is subject to review at any time and may in exceptional circumstances be withdrawn; this would only be implemented after extensive discussions between the Company and the accrediting professional bodies.	
It is a condition of accreditation that any significant changes which could affect this scheme(s) must immediately be notified in writing to the accrediting institutions. This includes changes in key personnel. In addition, the accrediting institutions may require an Interim Self-Assessment of the Scheme(s) by the Company/Organisation, identifying any developments and providing targets for improvement.	
I understand and consent to the information provided on this form being processed by the relevant Partner Institutions for the administration, maintenance and assessment of my application and professional development scheme in accordance with the Data Protection Act 2018, the General Data Protection Regulation and each Institution's own data protection policies and guidelines.	
The information provided is also used by the relevant Partner Institutions and that of any associated organisation, for the purposes of promoting, delivering and improving my experience of those Institutions and their products and services. You may be contacted directly by the relevant Partner Institution to invite you to sign up to receive marketing communications from them.	
I confirm that, where information has been provided on this form in relation to any individuals other than myself, I have any necessary consents from those individuals to enable that data to be provided and used in the manner set out above.	
For Privacy Statements please refer to the relevant website; <a href="http://www.theiet.org">www.theiet.org</a> , <a href="http://www.imeche.org">www.imeche.org</a> , <a href="http://www.iop.org">www.iop.org</a> , <a href="http://www.aerosociety.com">www.aerosociety.com</a> , <a href="http://www.imarest.org">www.imarest.org</a> .	
<b>On behalf of the named organisation, I apply for accreditation/approval of the professional development scheme(s) described in this document. I have read the notes above and understand and accept the implications of making this application.</b>	
Name	Signature
Position	Date

