

JOINT BOARD OF MODERATORS

Employer-Managed Work-Based Further Learning Programmes for Completion of the Educational Base for a Chartered or an Incorporated Engineer.

Guidance for Organisations - JBM Audit Visit

1. Introduction

- 1.1 When the Programme was originally approved you were advised that a monitoring visit would take place, normally after one year after the first candidate has started, to check on progress. A further audit visit would be required after 4 – 5 years or when you have candidates that have completed the Programme (whichever comes sooner).
- 1.2 The guidelines document you need to refer to is “Guidelines for Employer-Managed Work-Based Further Learning Programmes for Completion of the Educational Base for a Chartered or Incorporated Engineer”.
- 1.3 The purpose of this audit visit is to enable the JBM to assess how you are progressing with the implementation of your Programme; and to also contribute towards the external verification process. The audit team will be asked to make a recommendation to the JBM regarding extension of approval, based on their findings during the visit.
- 1.4 The audit will be undertaken by two External Verifiers (one academic member and one industrial representative who are familiar with M level work of undergraduate students for CEng candidates and ‘I’ level work for IEng candidates and will normally have experience of auditing university courses and Employer-Managed Programmes) and a member of the JBM Secretariat will accompany them. These three members will normally comprise the ‘Team’. A report on the audit visit will be prepared for the consideration of the Further Learning Sub-Committee of the Joint Board of Moderators.
- 1.5 Although the principal aim of the audit visit is to assess compliance with the JBM guidelines, the External Verifiers will always adopt a supportive approach and create a helpful atmosphere throughout each visit. The External Verifiers will highlight any examples of good practice as well as identifying any suggestions for improvement or further development.
- 1.5 The company representatives attending the meeting should consist of the Internal Verifier, an Assessor and Supervising Engineer. Up to three candidates can also attend. If there are more candidates who have completed the Programme, a range of all their portfolio work can be provided. This meeting can be classed as CPD for candidates.

2. General Administration

2.1 Normally at least four, but ideally six months prior to the visit you will be contacted by the JBM Secretariat with the full names and contact details of the External Verifiers. You have the right to object to one or more of the External Verifiers but, in doing so, you must provide a written explanation for the objection. Once any changes have been implemented, you will be asked to confirm your acceptance of the Team of External Verifiers. You will also be sent a copy of the relevant guidelines and a proposed timetable. The JBM Secretariat will produce a briefing file to be sent to your External Verifiers; this will include the final version of the visit timetable (see section 3).

- 2.2 The External Verifiers will meet at the start of the visit to discuss the main areas to be considered during the audit visit. Accommodation will only be arranged for an audit visit if it is difficult for the Team to get to the offices on the morning of the visit. If this is necessary, we would be grateful if you could arrange to book hotel accommodation for the Team (normally 3 persons) in a hotel near to your offices and inform the JBM Secretariat of the details.
- 2.3 At least six weeks prior to the visit you will send a copy of the following documentation to the JBM Secretariat to be sent on to the Team: -
- A copy of your current Employer Managed Programme.
 - A copy of any Company FL Programme handbooks or further guidance given to candidates
 - Details of any changes to the Programme since its last approval.
 - A list of trainees on the Programme and their current status (i.e. Year one candidate, Year 2 candidate etc and those that have recently completed the Programme).
 - Details of your Supervising Engineer/s and your Internal Verifier and notification of any changes since the last approval.
 - A copy of any internal review reports and a summary of meetings between the candidate and Assessor/Internal Verifier.
 - Brief CVs of all SEs, Assessors and Internal Verifiers
 - Individual Learning Plans of the completed candidates and a sample (no more than three) of Plans for current candidates.
 - Details of arrangements for the visit, including the final timetable, a list of attendees, directions to the office and accommodation, if required.
- 2.4 A copy of the report completed by the External Verifiers following the JBM Monitoring visit will be sent to the External Verifiers by the JBM Secretariat, along with a copy of the original application. The Team will expect to see that any previous recommended or required actions made at the monitoring meeting or at the application stage have been addressed.
- 2.5 During the visit, the Team will review candidates' portfolios of evidence to ensure that the necessary Learning Outcomes have been signed off. The portfolios should also include reflective statements.
- 2.6 The audit visit will be on the basis of your current Employer-Managed Further Learning Programme, which has been developed in line with the principles outlined in the document 'Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for a Chartered Engineer or Incorporated Engineer.'

3. Timetable

- 3.1 You are responsible for preparing the visit timetable. Wherever possible the timetable should follow the standard format shown below. Although minor variations from the standard format may be necessary to accommodate logistical difficulties and attendees' availability, the visit timetable should retain all the elements outlined below in the approximate order in which they are shown.
- 3.2 The "Team room" referred to below is the main meeting room used by the External Verifiers (whilst on your premises) for private meetings and to inspect examples of the candidates' work. It should have sufficient desk space to allow the External Verifiers to spread out their paperwork and to inspect the candidates' portfolios of evidence. This room must be sufficiently secure to allow the External Verifiers to leave personal belongings and confidential paperwork throughout the visit. Arrangements should be made to provide refreshments such as tea, coffee, fruit juice and water during the periods when the Team is scheduled to meet in the Team room.

3.3 Suggested Timetable

External Verifiers travel to Company being audited

00.00 Welcome

00 – 00.30 Private meeting of External Verifiers in Team room

00.30 – 01.15 Meeting and presentation to External Verifiers.

The company will make a short presentation, which outlines the aims and objectives of the Further Learning Programme and highlights any changes that have been made to the Programme since the original approval. If the Programme incorporates some taught modules offered at a particular University or College, a representative from this establishment/s should also be present for this part of the discussion.

01.15 – 02.30 Private meeting of External Verifiers to review examples of candidate work in Team room

Please provide examples of the candidates' approved learning plans, assessment of prior learning, verification reports and portfolios of information.

02.30 – 03.30 Meeting of External Verifiers with Candidates enrolled on the FL Programme

Please arrange for a random selection of candidates enrolled on the Programme, including some that have completed the Programme, to meet with the External Verifiers.

03.30 – 04.00 Private meeting of External Verifiers to include Working Lunch

Working lunch to enable the External Verifiers to summarise their findings from the morning's session and continue with their review of the candidates' portfolios.

04.00 – 04.45 Meeting with Supervising Engineer/s

Please arrange for your Supervising Engineer/s and Internal Verifier to be available to meet with the External Verifiers.

04.45 – 05.15 Private meeting of External Verifiers

05.15 – 05.30 Final meeting with company representative and depart.

This is a short meeting to enable the External Verifiers to give any feedback to the company about the day.

4. Preparation of Audit Visit Report

- 4.1 An audit report will be prepared by the Visit Secretary ideally within two weeks of the visit and sent to the External Verifiers for approval. The report will then be submitted to you for factual correction.
- 4.2 The final version of the report will be submitted to the JBM Further Learning Sub-Committee for comment. The recommendations of the Further Learning Sub-Committee are submitted to the next meeting of the JBM Board for consideration and then onto the JBM's member Institutions for approval.
- 4.3 The JBM Secretariat will contact you following both the Further Learning Sub-Committee meeting and JBM meeting in order to give you the informal outcome. A formal approval letter, together with a copy of the final report and any recommendations, will be sent to you once all four member institutions have approved the recommendations made by the Board. The JBM website listing will also be updated by the Secretariat.