

## 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 Monitoring Meeting

#### 1. Introduction

- 1.1 When the Programme was originally approved you were advised that a monitoring meeting would take place, normally after one year after the first candidate has started, to check on progress.
- 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 monitoring meeting is to enable the JBM to assess how you are progressing with the implementation of your Programme, how you have addressed any recommendations made following the initial application and to also contribute towards the external verification process. The monitoring team will be asked to make a recommendation to the JBM regarding approval, based on their findings during the visit.
- 1.4 The monitoring meeting 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 Employers-Managed Programmes); a member of the JBM Secretariat will accompany them. These three members will usually comprise the ‘Team’. A report on the monitoring meeting will be prepared for the Further Learning Sub-Committee of the Joint Board of Moderators.
- 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.
- 1.6 The monitoring meeting will take place at the ICE and will normally be held in the morning before a Further Learning Sub-Committee meeting. The company will be given immediate verbal feedback following the monitoring meeting and informal notification of the outcome of the Further Learning Sub-Committee meeting.
- 1.7 Although the principal aim of the monitoring meeting is to assess compliance with the JBM guidelines, the External Verifiers will adopt a supportive approach and create a helpful atmosphere throughout each meeting. The External Verifiers will highlight any examples of good practice as well as identifying any suggestions for improvement or further development.

#### 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.

- 2.2 The JBM Secretariat will produce a briefing file to be sent to the External Verifiers which will include the final version of the meeting timetable (see section 3).
- 2.3 Prior to the meeting, the External Verifiers will have been provided with a copy of your approved Employer-Managed Further Learning Programme and any subsequent correspondence highlighting any changes to the FLP. This initial monitoring meeting will be on the basis of your original submission, which had been developed in line with the principles outlined in the document referred to in section 1.2.
- 2.4 During the meeting, the Team will review candidates' portfolios of evidence to assess how the Learning Outcomes are being met

### 3. Timetable

- 3.1 The timetable will normally follow the standard format shown below. Although minor variations from the standard format may be necessary to accommodate logistical difficulties and attendees' availability, the meeting timetable will retain all the elements outlined below in the approximate order in which they are shown. A start time of 10.00am is recommended.

#### 3.2 Suggested Timetable

The Company travels to the ICE

*00.00 Welcome*

*00.00 – 00.30 Private meeting of External Verifiers in Team room,*

*00.30 – 01.00 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. The presentation should also demonstrate how the Further Learning and Initial Professional Development Objectives are met and distinguished.

*01.00 – 02.00 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.

*02.00 – 02.30 Meeting of External Verifiers with Candidates enrolled on the FL Programme*

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

*02.30 – 03.00 Meeting with Supervising Engineer/s*

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

*03.00 – 03.45 Private meeting of External Verifiers*

Working lunch to enable the External Verifiers to summarise their findings from the morning's session and produce a report for the Further Learning Sub-Committee.

*03.45 – 04.00 Final meeting with Company representatives and depart.*

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

#### **4. Preparation of Monitoring Meeting Report**

- 4.1 A monitoring report will be prepared by the Secretary ideally within two weeks of the meeting 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.