

Guidance for Supervising Engineers/Mentors/Assessors and Internal and External Verifiers in Employer-Managed and Self-Managed programmes of Further Learning

(This note should be read in conjunction with documents Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for a Chartered/Incorporated Engineer and Self-Managed Work-Based Further Learning for Completion of the Educational Base for a Chartered/Incorporated Engineer)

1. Employer-Managed Programmes and Self-Managed Route

This note is for the guidance of Supervising Engineers (SEs)/Mentors involved in programmes of Further Learning provided and managed by:

- Employers (Employer-Managed Programmes), and
- Individual Candidates (Self-Managed Route)

The main features of which are set out below:

Employer-Managed	<p>The Employer has a Programme registered with the Institutions which fully supports the candidate's acquisition of agreed Further Learning.</p> <p>A Registered Supervising Engineer is responsible for managing the programme and will be allocated to the Candidate.</p> <p>The Candidate prepares a Learning Plan which is approved, monitored assessed and verified in-house by a Registered Supervising Engineer.</p> <p>An Assessor will make judgements on the candidate's evidence.</p> <p>An Internal Verifier audits the process on behalf of the employer.</p> <p>The Institutions audit the process through the JBM.</p>
Self-Managed	<p>The Candidate prepares a Learning Plan (ideally with the support of a Mentor) and submits it to the Institutions for approval.</p> <p>The Candidate submits a further report to the institutions after one year together with evidence of achievement of the learning outcomes seeking guidance when and where available.</p> <p>The Candidate submits a final portfolio of completed evidence to the Institutions for verification and approval. If possible the candidate should discuss the final submission with their Mentor before making the final submission.</p>

Supervising Engineers will register individually with the Institutions following participation in an SE Induction Seminar that will be organised by the JBM on behalf of its member Institutions.

2. Further Learning

Further Learning tops up the learning achieved at HNC/D or Foundation Degree or BEng (Hons)/BSc (Hons) or BSc degree (plus any verified Prior Learning) to the equivalent of that appropriate to a completed Educational Base for CEng or IEng registration.

The completed Educational Base is just that - an underpinning educational base for Initial Professional Development (IPD) and subsequent professional practice. Trainees will continue to learn throughout the IPD phase as they complete the Development Objectives to levels of 'Experience' or 'Ability'.

Also, Further Learning is evaluated in terms of new learning whereas the Development Objectives are assessed in terms of competence. The evaluation of Further Learning will necessarily involve discussion with the Candidate about the actual time spent learning as opposed to the total time spent 'doing'.

Assessors will recognise that the further their Candidates get into their IPD programmes the less may be their motivation and enthusiasm for achieving and recording learning objectives. **But Candidates will be aware that the lack of a full educational base will prevent them from entering for a CEng or IEng level professional review (except by other routes which involve substantially longer periods of time).**

3. Roles and Responsibilities

Role	Employer-Managed Further Learning Programme	Self-Managed Further Learning Option
Manages	SE	Candidate
Gives guidance and support	SE	Mentor
Provides assessment	Assessor	Assessor (ICC)
Provides internal audit	Internal Verifier	NOT APPLICABLE
Provides external audit	External Verifier	NOT APPLICABLE

The main role of the SE is to manage the programme and to give advice, provide guidance and support to the candidate; to oversee the candidate's progress through the Further Learning Programme (FLP), and to manage the assessment process.

The Internal Verifier ensures that the Further Learning process has been properly administered and also ensures that there is internal consistency between the assessors. Although normally an employee of the Company, the Internal Verifier may be someone from outside the Company as long as they have agreed to the principles contained in these guidelines. The Internal Verifier may not also be the SE or an assessor.

The process will be externally verified normally every five years by two JBM-appointed External Verifiers. The role of the External Verifiers is to ensure that the FLP meets the required standards.

The main role of the Assessor is to receive, assess and verify the Candidate's recorded evidence of Further Learning through Prior Learning and against the agreed Learning Plan.

The SE/Mentor will also offer guidance on the preparation of the Plan. Once the Plan is in place, the Assessor will examine and probe the recorded evidence in discussion with the Candidate. It will be helpful if the Assessor has a knowledge or understanding of the various subject areas so that the new learning can be properly assessed and verified. Because of the potentially wide range of experience open to a Candidate, the differing nature of the four learning components and possible changes in a Candidate's career direction, it is possible that more than one Assessor could be involved in assessing the learning achieved. Assessors will seek advice from senior colleagues when necessary.

Once the Learning Plan has been agreed, **the Candidate** bears the primary responsibility to identify and record the new Further Learning that has been achieved against the agreed objectives. Once Candidates have been properly briefed on the style and content of the Further Learning record, the Assessor will not expect to have to uncover or discover learning outcomes from unfocused reports of IPD experience. The Further Learning should be immediately apparent from the Candidate's records.

Where the Further Learning is to be achieved as part of an approved Employer-Managed Programme, the Employer will provide support and encouragement to the Candidate and the Assessor and generally ensure that all its Candidates achieve the required Further Learning efficiently and quickly.

The Institutions' role will be supportive, not intrusive. The Institutions will expect to audit the process whereby the Assessor verifies the Candidates' Further Learning. The Institutions will not set out at audit to probe an individual Candidate's learning outcomes or question the proper decisions of the Assessor.

4. SE/Mentor/Assessor/Verifier Activities

The tables below are intended to show the involvement of SE's, Mentors, Verifiers and Assessors at each stage of the process.

In relation to the Candidate's existing educational base:

Educational Base	SE/Mentor Activities
<p>Programmes of study (e.g. BEng (Hons)/BSc(Hons), HND/C, Foundation Degree) previously accredited/approved by the Joint Board of Moderators will formally satisfy the basic academic requirement that will enable candidates to complete a period of Further Learning in order to meet the educational base for membership of one of the JBM's professional bodies and also for registration with the ECUK as a Chartered or Incorporated Engineer as appropriate.</p> <p>Non-accredited programmes may need individual case assessment and/or completion of further academic study before the Candidate can embark on a programme of Further Learning.</p>	<p>Review the evidence to confirm that the candidate holds an acceptable academic qualification and if not, to advise that the candidate should apply for an individual case assessment.</p>

Prior Learning	SE/Mentor Activities

<p>The Candidate may have gained further learning from opportunities such as industrial placements, part-time study and external and internal short courses. <i>(Some individuals may already have achieved sufficient prior learning to remove the need for Further Learning in one or more areas).</i></p> <p>Where Prior Learning can be shown to be additional to base academic qualification, and is relevant, it may contribute to the Further Learning requirement.</p> <p>The Candidate will provide the SE/Mentor with a portfolio of information about the Prior Learning showing:</p> <ul style="list-style-type: none"> • What was done • Where it was done • The time involved <p>and, most importantly:</p> <ul style="list-style-type: none"> • What was LEARNED, how it was or can now be MEASURED, ASSESSED OR VERIFIED <p>Once the Prior Learning has been agreed by the SE/Mentor, it will be recorded as contributing towards the FL requirements.</p>	<p>Assess and verify the relevant Prior Learning which can be counted towards Further Learning.</p> <p>With the Candidate, allocate the agreed Prior Learning to one or more of the learning outcomes.</p>
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In relation to the Learning Plan:

Learning Plan - Plan Overview	SE/Mentor Activities
<p>In the Plan Overview the Candidate will set out in general terms the agreed direction and focus of the full Further Learning programme (which will in most cases be concurrent with IPD).</p>	<p>Assess and advises on the required balance of new learning to meet the appropriate learning outcomes. .</p>

Learning Plan – the Learning Objectives	SE/Mentor Activities
<p>The Candidate's Learning Objectives will amplify the Overview by stating how the Further Learning will be achieved and what evidence will be provided. The Objectives will cover a six-month period.</p> <p>The estimated number of hours will identify how much learning will be through taught hours on courses or other academic programmes and how much will be through other methods including self-directed study, research, experiential learning.</p> <p>The objectives may be achieved through an Employer-Managed Programme or by the personal initiative of the Candidate (Self-managed programmes). In any event, the assistance and cooperation of line managers and others will be required.</p>	<p>Work with the Candidate to set appropriate learning objectives.</p> <p>Agree learning objectives.</p> <p>Liaise and negotiate if necessary with line managers, mentors and others in the company to confirm and agree the Learning Plan, objectives, resources and budgets for time and expenses.</p>

Then, in relation to review and verification:

Periodic Progress review	Assessor Activities
<p>The Candidate will keep records of Further Learning in a format agreed with the Assessor (this may be a Company format). These records may form part of the PDR but Further</p>	<p>Agree with the Candidate the standard of record to be kept and the information to be recorded.</p>

<p>learning and IPD Development Objective achievement will be separately identifiable.</p> <p>The Candidate will have the prime responsibility to identify the learning achieved against each objective and to record it in a way which assists the ASSESSOR to assess it and verify it.</p> <p>The evidence will be reviewed at least every 6 months. Unless there is a superior company format, the Candidate will use the Further Learning Plan Summary to summarise achievement against each learning outcome. This is likely to be a 'live' document showing how learning is aggregating towards achievement of specific outcomes.</p> <p>The Candidate will inform the Assessor their career direction or circumstances change – such as a change of employer. The Candidate will ensure that the record of Further Learning is complete so that it can be signed-of by the Assessor before handover.</p>	<p>Verify learning achieved by appropriate questioning techniques. Use an 'open' question, 'show me' approach to assessing evidence.</p> <p>Record periodic assessments of objectives on company Form.</p> <p>Reassess the Learning Plan for relevance and amend if appropriate.</p> <p>Give feedback to the Candidate, line managers, advisers and mentors.</p>
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Internal and External courses	Assessor Activities
<p>Attendance at internal or external courses can form part of the agreed Further Learning programme and provide Continuing Professional Development for IPD. If the course was examined or otherwise formally assessed, this will provide sufficient evidence of successful learning against the learning outcomes of the course.</p> <p>If the course was not examined or assessed, the Candidate should prepare a report which clearly identifies the new learning and which assists the Assessor to assess it and verify it against the appropriate range of learning outcomes.</p>	<p>Verify learning achieved by appropriate questioning techniques. Use an 'open' question, 'show me' approach to assessing evidence.</p>

Completion of Further learning	Assessor Activities
<p>The Candidate will ensure that all learning outcomes have been achieved and that the records are complete, before submitting the complete record to the Assessor for assessment and verification.</p> <p>Once Further Learning is completed, the final Portfolio Summary Sheet will indicate completion.</p> <p>The Candidate will then submit a copy of the Portfolio Summary Sheet which has been signed by the Supervising Engineer/Mentor, Assessor and Internal Verifier (if appropriate). The Institutions will then record the fact that the Candidate meets the educational base for registration with ECUK at the appropriate level.</p>	<p>Verify that the 6-month Learning Plan has been achieved.</p> <p>Once the full Further Learning requirement has been achieved, sign off the Portfolio Summary Sheet. .</p>

Internal Verification	Internal Verifier Activities
<p>The assessment carried out by the assessor will be subject to verification. Verification is a check on both standards as well as process. Both internal and external verification are required.</p>	<p>Verify annually that the processes followed during the first year of operation of the FLP are acceptable.</p> <p>Produce a report on this internal audit</p>

<p>As part of their submission for approval of an Employer-Managed Further Learning Programme, the Employer will provide details of their internal verification process and confirm the names of the internal verifiers that will be responsible for auditing the process.</p>	<p>and keep it available as part of the documentation that is submitted to the JBM prior to their Monitoring visit.</p> <p>Once the full Further Learning requirement has been achieved, sign off the Candidates Portfolio Summary Sheet.</p> <p>Review the complete processes when the first graduating cohort has been produced and make any suggestions for amendments to the FLP. This Report should be available to the JBM team prior to their full Audit visit.</p> <p>Responsible for</p>
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Completion of Further learning	SE Activities
<p>Employers shall ensure that their FLPs, Learning Plans and assessment records are available for inspection on request by the external verification panel. The External Verifiers will need to see candidates' portfolios of evidence and will also wish to meet the candidates who are on or who have completed an FLP.</p>	<p>To ensure that a sufficient body of evidence is maintained by the Employer to support the External Verification process.</p>
External Verification	External Verifiers Activities
<p>External verification will be carried out by the approving body, the JBM.</p> <p>An FLP will normally be approved for a period of five years. Once approved, there will be a monitoring visit, normally after one year to check on progress, followed by a full Audit visit after 5 years. Thereafter, audit visits will be every 5 years.</p>	<p>To take part in the visit to the employer, to check that due processes are in place, and inspect candidates' evidence and assessors' records to confirm the standards and ensure that they accurately cross reference.</p> <p>To produce a Monitoring Visit or Audit Report following the visit with the support of a Visit Secretary.</p>