



JOINT BOARD OF MODERATORS

Employer-managed further learning programmes – used by candidates to achieve the educational base for chartered (CEng) or incorporated engineer (IEng) level

Guidance for JBM external verifiers – monitoring or audit visits

1. Introduction

- 1.1 The JBM visits organisations to monitor and audit their further learning programmes.
- 1.2 The monitoring visit takes place a year after the programme is approved. The aim is to check if the programme is being implemented correctly, and to give the organisation guidance, if it's needed. The monitoring team then recommends whether the programme should be re-approved.
- 1.3 Programmes are initially approved for five years and will be audited at least once in that time. Audit visits often take place after the first candidates has completed the programme.

Audits also allow the JBM to assess whether the programme is being run as it should be. Audit teams check whether programmes comply with JBM requirements and that organisations have implemented recommendations that were made after the monitoring visit. Audit teams also report any changes that have been made to the programme since the monitoring visit.

Monitoring and audit visits also contribute to the external verification of programmes.

- 1.4 Audit and monitoring meetings are based on an organisation's original programme submission. This will have been based on information given in the 'FLJBM05 - Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for a Chartered Engineer or Incorporated Engineer.'
- 1.5 Audit and monitoring teams are made up of two external verifiers and a member of the JBM secretariat. One verifier will be an academic member and the other an industrial representative. Both will be familiar with undergraduate master's-level work (for CEng candidates), IEng-level work and employer-managed programmes.

Teams prepare a report of the visit for the JBM's Further Learning Sub-Committee of the Joint Board of Moderators to consider.

2. Preparing for the visit

2.1 Ideally, teams will meet before the visit to discuss the areas they will be considering.

2.2 Monitoring meeting

Monitoring teams will be given a copy of the organisation's programme before the meeting and told about any changes made since it was approved.

Teams will need to make sure that the organisation has addressed any recommendations that were made when the programme was initially approved.

Monitoring meetings are usually held at the Institution of Civil Engineers' (ICE) offices the morning before a Further Learning Sub-Committee meeting. The organisation should be given immediate verbal feedback following the monitoring meeting. The JBM secretariat will then, informally, let the organisation know the outcome of the Sub-Committee meeting.

During the monitoring meeting, the team will review candidates' portfolios of evidence to assess how the learning outcomes are being met

2.3 Audit visit

If teams are unable to travel to the organisation on the day of the visit, accommodation will be arranged. The organisation will book suitable hotel accommodation near the offices and let the JBM secretariat know the details.

Organisations will send a copy of the following documents to the JBM secretariat at least six weeks before the audit visit:

- The current programme
- The original programme
- Any company further learning programme handbooks or guidance given to candidates
- Details of any changes made to the programme since it was originally approved
- A list of trainees enrolled on the programme and their current status (i.e. year one candidate, year two candidate etc., and trainees who have completed the programme
- Details of the supervising engineer(s) and internal verifier. They must also let the JBM know if those people have changed since the programme was approved
- Any internal review reports and a summary of meetings between the candidate and assessor/internal verifier
- Brief CVs of all supervising engineers, assessors and internal verifiers
- Completed candidate learning plans and a sample (no more than three) of current candidates' plans.
- Arrangements for the visit, including the final timetable, a list of attendees, directions to the office and accommodation, if required
- Any relevant previous correspondence and previous monitoring/audit reports

You must check that the organisation has addressed all the recommendations made following the monitoring meeting.

You will review candidates' evidence portfolios to make sure the learning outcomes have been signed off. The portfolios should also include reflective statements.

3. Timetable

A timetable for the visit will be sent to you by the JBM secretariat.

If the audit team stays overnight before the visit, the day will start at 9am. If they travel in the day, it will start at either 10.30am or 11am. Monitoring meetings are normally held at ICE's offices.

Audit visits and monitoring meetings are structured differently. The sample timetables below give you an idea of how the visit is structured and provide some guidance on your role.

3.1 Sample audit visit timetable

00.00 Welcome

00.00 – 00.30 Private verifiers' meeting in team room

The aim of this meeting is to confirm the audit team's approach to the visit.

00.30 – 01.15 Meeting and presentation to external verifiers.

The organisation will make a short presentation to outline the further learning programme's aims and objectives, and highlight any changes that have been made since it was approved. If the programme includes taught modules, a representative from the university or college should be present for this part of the meeting.

During the day, you should be willing to discuss with the organisation any changes they are planning to make to their programme.

01.15 – 02.30 Private verifiers meeting to review examples of candidates' work

Audit teams inspect candidates' approved learning plans, prior learning assessment, verification reports and information portfolios.

You're responsible for making sure that candidates reach the required standards. That doesn't mean re-marking the supervising engineer's work, but verifying that the correct procedures have been followed and that the programme helps candidates meet the requirements.

This review must ensure that the learning outcomes have been adequately covered and that they have extended the candidates' knowledge to the appropriate level for CEng and IEng candidates. The learning outcomes must be master's-level for CEng candidates and degree-level for IEng candidates.

You should also consider the steps organisations take to ensure supervising engineers apply the same standards when assessing candidates. This involves finding out if staff involved in programmes have attended any JBM or in-house assessment training sessions.

02.30 – 03.30 External verifiers' meeting with candidates enrolled on the programme

This is a meeting with a random selection of current candidates and trainees who have recently completed the programme.

It's an opportunity to get feedback on any problems with the programme, and to find ways to improve it. For example, if the supervising engineer is based in a different office to the trainee, does it cause difficulties? How does mentoring work in reality? Could the process be improved?

03.30 – 04.00 External verifiers' private meeting, to include lunch

This working lunch will enable you to summarise your findings from the morning session and continue reviewing candidates' portfolios, if necessary.

04.00 -04.45 Meeting with supervising engineer(s)

A meeting with the supervising engineer(s), assessor and internal verifier to discuss the various aspects of the programme and any issues you've found with candidates' evidence portfolios.

04.45 – 05.15 External verifiers' private meeting

The visit secretary will need to ensure that all elements of the visit checklist are complete. The audit team leader must sign this copy and include a statement on what evidence was reviewed. Any recommendations that the audit team make to the organisation and the JBM must be agreed in this session and included in the checklist.

There are a number of outcomes that can be reached:

- Agree that the programme is operating at the appropriate level and that it should be re-approved as meeting the requirements of UK SPEC as defined in the most recent edition of the AHEP – <http://www.engc.org.uk/UKSPEC>
- Identify areas of the programme that are not operating at the appropriate level and which need to be strengthened before it can be re-approved
- Identify learning outcomes that are not being adequately addressed by the programme and therefore where improvements are required before re-approval

These outcomes should be divided into two sections as follows:

- A '**recommendation**' should help the organisation improve the programme. It's not a condition of approval. For example, the audit team may feel that the company could benefit from doing something more efficiently. After consideration, they may or may not act upon it
- A '**requirement**' must be implemented before a programme can be re-approved. An organisation will normally need to put this in an action plan with a deadline for its implementation

05.15 –05.30 Final meeting with organisation representatives

A short meeting to give the organisation feedback about the day.

3.2 Sample monitoring meeting timetable

Held at ICE offices

00.00 Welcome

00.00 – 00.30 Private external verifiers meeting

00.30 – 01.00 Meeting and presentation to external verifiers.

The company will make a short presentation to outline the programme's aims and objectives, and highlight any changes that have been made since it was approved. If the programme incorporates some taught modules, a representative from the university or college should be present for this part of the meeting. The presentation should also show how further learning and initial professional development objectives are met and distinguished.

01.00 – 02.00 Private external verifiers meeting to review examples of candidate work

A review of candidates' approved learning plans, assessed prior learning, verification reports and information portfolios.

02.00 – 02.30 External verifiers' meeting with candidates enrolled on the programme

A meeting with a random selection of candidates enrolled on the programme.

02.30 – 03.00 Meeting with supervising engineer(s)

Meeting with organisation's supervising engineer(s) and internal verifier.

03.00 – 03.45 Private external verifiers' meeting

During this working lunch, 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

A short meeting to give the organisation feedback about the day.

4. Monitoring/audit report

- 4.1 The JBM visit secretary will prepare and send a monitoring/audit report to the external verifiers, ideally within two weeks of the visit. This needs to be approved by the team leader. The report will then be sent to organisation so they can check the facts.
- 4.2 The final version of the report will be submitted to the JBM Further Learning Sub-Committee for comment. The committee's recommendations are then considered by the JBM Board and sent to the JBM's member institutions for approval.
- 4.3 The organisation will then be given the formal outcome. A formal approval letter, together with a copy of the final report and any recommendations, will be sent to the organisation once all four member institutions have approved the board's recommendations. The JBM website listing will also be updated.