

JBM Employer-Managed Further Learning Programme

Monitoring Meeting/Audit Visit Checklist (please delete as appropriate)

Name of Organisation:

Date of Meeting/Visit:

Level of programme/s to be reviewed: CEng/ IEng/ CEng(Technical)(please delete as appropriate)

	Section	Comments
Sections 1 – 10 are required to be completed during the visit		
1	General	
1.1	<p>Do the aims of the programme confirm the level of the scheme?</p> <p>For CEng schemes?</p> <p>For CEng (Technical)?</p> <p>For IEng schemes?</p> <p>(Please delete as appropriate)</p>	
1.2	<p>Have there been any changes to the Programme since its original approval by the JBM? If yes, these should be identified and included in the final report.</p>	
1.3	<p>If applicable, have all previous suggestions and recommendations been affected satisfactorily? If no, will this effect their re-approval?</p>	
1.4	<p>Please confirm for inclusion in the report the selection process that enables Graduate candidates to join the scheme.</p>	
1.5	<p>Are graduate candidates encouraged to become members of the one of the professional bodies sponsoring the JBM?</p>	

1.6	<p>For noting in the final Report please confirm whether the Company Managed Further Learning scheme is run jointly with an approved IPD scheme?</p> <p>If yes, has the Company demonstrated how both the FL and IPD objectives have been met and distinguished?</p> <p>If yes, which professional bodies have approved this IPD scheme?</p>	
2	Content of Programme	
2.1	<p>CEng FLP Learning Outcomes</p> <p><i>NB A programme designed for graduates who have completed the educational base for IEng (a CEng FL (Technical Programme) must cover the development and application of new technologies, concepts, techniques and services; that is, the programme has to be concerned with technical deepening and a greater focus on design and analysis</i></p>	<p>Indicative Learning Opportunities & Comments</p> <p>Please give some examples of how this Programme is meeting the appropriate Learning Outcomes. If Learning Outcomes have not yet been completed (for a Monitoring meeting), how satisfied is the Team that these will be completed in the required timeframe?</p>
1	The ability to integrate the knowledge and understanding across the whole degree programme.	
2	A greater degree of industrial involvement through project work.	
3	The ability to develop, monitor and update a plan of work to reflect a changing operating environment.	
4	The ability to monitor and adjust a personal programme of work and to learn independently.	
5	An understanding of team roles, and the ability to exercise leadership.	

6	The ability to learn new theories, concepts, methods, etc, in unfamiliar situations.		
7	Knowledge of new and emerging technologies.		
8	Knowledge of mathematical and computer models.		
9	An understanding of a wide range of concepts, including some outside engineering.		
10	Application of innovative design processes in unfamiliar situations.		
11	Extensive knowledge and understanding of management and business practices.		
12	The ability to evaluate and balance commercial and safety risks.		
13	A thorough understanding of current engineering practice and its limitations.		
14	Extensive knowledge and understanding of a wide range of engineering materials and components.		
15	The application of engineering techniques in a range of commercial and industrial constraints.		
2.2	IEng FLP Learning Outcomes		Indicative Learning Opportunities & Comments Please give some examples of how this Programme is meeting the appropriate Learning Outcomes. If Learning Outcomes have not yet been completed (for a Monitoring meeting), how satisfied is the Team that these will be completed in the required timeframe?
1	The ability to monitor, interpret and apply the results of analysis and modelling in order to bring about continuous improvement.		
2	The ability to apply quantitative methods and computer software relevant to civil engineering, frequently within a multidisciplinary context.		

3	The ability to use the results of analysis to solve engineering problems, apply technology and implement engineering processes.	
4	The ability to apply a systems approach to engineering problems through know-how of the application of the relevant technologies.	
5	The knowledge, understanding and skills to define a problem, identify constraints and design a solution according to customer and user needs.	
6	The ability to use creativity and innovation in a practical context, ensure fitness for purpose (including operation, maintenance, reliability etc) and adapt designs to meet their new purposes or applications	
7.	Knowledge and understanding of commercial and economic context of engineering processes;	
8.	Knowledge of management techniques which may be used to achieve engineering objectives within the economic and commercial context of engineering processes;	
9	Understanding of the requirements for engineering activities to promote sustainable development;	

10	Awareness of the framework of relevant legal requirements governing engineering activities, including personnel, health, safety, and risk (including environmental risk) issues;	
11	Understanding of the need for a high level of professional and ethical conduct in engineering	
12	Understanding of and ability to use relevant materials, equipment, tools, processes, or products;	
13	Knowledge of context in which engineering knowledge can be applied (e.g. operations and management, application and development of technology etc);	
14	Ability to use and apply information from technical literature;	
15	Ability to use appropriate codes of practice and industry standards;	
16	Understanding of the principles of managing engineering processes	
17	Awareness of quality issues and their application to continuous improvement.	
2.3	<p>Programme Structure</p> <p>Do you feel that the programme structure/balance is correct?</p> <p>For a CEng programme</p> <p>For a CEng (Technical) programme</p> <p>For an IEng programme</p> <p>Any changes you would like to suggest?</p>	

3	Review of Graduates Portfolios	
3.1	<p>Are Supervising Engineers following the JBM's Guidelines when they assess the graduate's prior learning?</p> <p>Any suggestions for improvement to be included in the final report should be noted in this section.</p>	
3.2	<p>Are Supervising Engineers following the JBM Guidelines when they prepare the graduates learning plan?</p> <p>Any suggestions for improvement to be included in the final report should be noted in this section.</p>	
3.3	<p>Do you feel that the portfolios of evidence prepared by the graduates contain sufficient work to enable the Supervising Engineer to undertake the final assessment?</p> <p>Any suggestions for improvement to be included in the final report should be noted in this section.</p>	
3.4	<p>Are Supervising Engineers following the JBM's Guidelines when they undertake their verification of the graduates learning plans?</p> <p>Any suggestions for improvement to be included in the final report should be noted in this section.</p>	
3.6	<p>Do the Graduates include any reflective statements that comments on the new learning that they have achieved?</p>	
3.5	<p>Impression given by the Graduates</p>	

3.6	<p>Communication Skills</p> <p>Are these development within the Further Learning Programme</p>	
4	Supervising Engineers	
4.1	<p>Please make a note for the final report of the number of registered SE's with the company.</p>	
4.2	<p>Have all SE's attended the JBM training programme?</p>	
4.3	<p>Apart from the initial JBM approved training day, have the SE's been given any additional training to help them in this role?</p>	
5	Monitoring of Programme	
5.1	<p>Please identify for inclusion in the final report those arrangements that are in place to ensure that all Supervising Engineers reach a commonality of assessment standards.</p> <p>Are these satisfactory?</p>	
5.2	<p>Please explore and identify any internal verification processes that are in place.</p> <p>Are these satisfactory?</p>	
6	Post-Graduate courses	
6.1	<p>Where modules from MSc or Post-Graduate Diploma programmes embedded within the Programme, do these complement the process?</p> <p>Please list the modules for inclusion in the audit report if you feel this to be appropriate.</p>	

6.2	Has the inclusion of these taught modules worked well or could improvements be suggested?	
6.3	Are any Graduates being sponsored to complete postgraduate awards to meet FL requirements instead of following the company-managed scheme?	
7	Future Plans and Intentions	
7.1	Planned changes To include a note for inclusion in the final report.	
8	Standards	
8.1	Are candidates being assessed against the appropriate standard? (M level for CEng candidates and I level for IEng candidates)	
8.2	Is UK-SPEC general requirements being satisfied?	
9	Good Practice	
9.1	Highlight any areas of "Good Practice" for noting or for inclusion in the JBM annual report	

10	<p>Is a Monitoring meeting required?</p> <p>If yes – proposed date and confirm the areas that must be considered during the monitoring meeting</p>
11	<p>Recommendations and Requirements</p> <p>Please note that in preparing the Audit or Monitoring report recommendations, these should be split into three categories: -</p> <ul style="list-style-type: none"> ○ Those that require urgent attention by the Organisation and will be subject to a separate paper submission within a year of the original visit. ○ Those that should be addressed by the Company at the time of the next Monitoring meeting ○ Those that should be addressed by the University at the time of the next Audit Visit <p>These recommendations should be divided into two sections as follows:</p> <p>a 'recommendation' is intended to assist the University and is directed to programme enhancement. It does not require implementation in order for accreditation to be conferred. For example, the panel may feel that the institution could do something in a more efficient way or it may be practice from elsewhere that the university may benefit from exploring. After consideration, the recommendation may or may not be acted upon.</p> <p>a 'requirement' is something that must be completed in order for the JBM to consider conferring accreditation. The University will normally report this on in an action plan and there will be a deadline for its implementation.</p>
11.1	<p>To agree any recommendations and requirements for inclusion in the final report to the JBM and its Member Institutions</p>

For audit purposes, please provide a brief statement summarising the range of the graduates work inspected during the visit and confirming that the specific output standards that have been assessed.

This is to confirm that the Checklist has been completed satisfactorily for the JBM Monitoring Visit/ Audit Visit to *(insert name of company)* in respect of their Employer-Managed Further Learning Programme.

Signed on behalf of the External Verifiers:

(Team Leader)

Date:

Please state below any policy issues that arose during the visit, to be discussed specifically at the next Board meeting.