



JOINT BOARD OF MODERATORS

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

Guidance for employers - JBM monitoring meeting

1. Introduction

- 1.1 The JBM meets with employers to monitor the progress of work-based further learning programmes. This meeting normally takes place a year after the first candidate has 'enrolled'.
- 1.2 The purpose of the monitoring meeting is to find out if the programme complies with JBM requirements. It will assess how well your programme is being implemented, and how you've addressed recommendations that were made when you initially applied. Meetings also contribute towards the external verification process.

You can remind yourself of JBM requirements for further learning programmes by reading the 'FLJBM5 - Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for a Chartered Engineer or Incorporated Engineer.'

Based on their findings, the monitoring team recommends to JBM whether your programme should be re-approved.

- 1.3 The audit team is made up of two external verifiers, who are accompanied by 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) and incorporated engineer-level work. The verifiers will normally have experience of auditing university courses and employer-managed programmes.

The monitoring team will prepare a report, based on their visit, for the JBM's Further Learning Sub-Committee.

- 1.4 Company representatives attending the meeting should consist of the internal verifier, an assessor and supervising engineer. Up to three candidates can also attend. If more than three candidates have completed the programme, you can provide a selection of their portfolio work. Candidates who attend can include the meeting in their CPD records.
- 1.5 The monitoring meeting will take place at the Institution of Civil Engineers (ICE) and will normally be held the morning before a Further Learning Sub-Committee meeting. The company will be given immediate verbal feedback following the monitoring meeting and informally given the outcome of the Further Learning Sub-Committee meeting.
- 1.6 While the main aim of monitoring meeting is to find out if programmes comply with JBM guidelines, external verifiers will create a supportive atmosphere during the meeting. They'll highlight examples of good practice, and identify areas that need to be improved or developed.

2. The monitoring meeting

- 2.1 The JBM will let you know your external verifiers' names and contact details at least four months before the monitoring visit. You have the right to object to either of verifiers but must send your explanation in writing. Once any changes have been made, you will be asked to confirm that you accept the monitoring team members. You will also be sent a copy of the relevant guidelines and a proposed timetable.
- 2.2 The JBM will send a briefing file to your verifiers – this will include the final version of the meeting timetable (see section 3).
- 2.3 Before the meeting, the external verifiers will receive a copy of your approved programme and details of any changes made to the programme since it was approved.

The monitoring meeting will be based on your original submission, which was developed in line with the requirements outlined in the guidance document mentioned in 1.2.

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

3. Timetable

- 3.1 You are responsible for preparing a timetable for the monitoring visit. Wherever possible, the timetable should follow the format shown in 3.2.

- 3.2 Suggested timetable for monitoring meeting at ICE (we recommend starting at 10am)

00.00 Welcome

00.00 – 00.30 Private external verifiers meeting in team room

00.30 – 01.15 Meeting and presentation to external verifiers

You'll 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 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 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 External verifiers' meeting with candidates enrolled on the programme

Please arrange for a random selection of candidates enrolled on the programme to meet with the external verifiers.

02.30 – 03.00 External verifiers' meeting with supervising engineer(s)

Please arrange for your supervising engineer(s) and internal verifier to meet with the external verifiers.

03.00 – 03.45 Private external verifiers' meeting

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

03.45 – 04.00 Final meeting with company representative

The external verifiers will give the company feedback about the day.

4. Monitoring report

- 4.1 The JBM visit secretary will prepare and send a monitoring report to the external verifiers, normally within two weeks of the visit. This needs to be approved by the verifiers. The report will then be sent to you to check facts.
- 4.2 The final version of the report will be sent 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 You'll then be given the formal outcome. A formal approval letter, together with a copy of the final report and any recommendations, will be sent once all four member institutions have approved the board's recommendations. The JBM website listing will also be updated.