



## 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 audit visit

##### 1. Introduction

- 1.1 A year after the first candidate has ‘enrolled’, the JBM visits employers to monitor the progress of the work-based further learning programme.

Another audit visit then takes place after four to five years, or after candidates have completed the programme – whichever is sooner.

- 1.2 The aim of audits is to make sure programmes comply with JBM requirements, which you can find in the ‘FLJBM 05 - Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for a Chartered Engineer or Incorporated Engineer.’

Audits also contribute towards the external verification process. Based on their findings, the audit team recommends whether your programme should be re-approved.

- 1.3 The audit team is 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) and incorporated engineer-level work. The verifiers will normally have experience of auditing university courses and employer-managed programmes.

The audit team writes a report, based on their visit, for the JBM’s Further Learning Sub-Committee.

- 1.4 While the main aim of audits is to find out if programmes comply with JBM guidelines, external verifiers will also advise organisations, and create a supportive atmosphere during each visit. They’ll highlight examples of good practice, and identify areas that need to be improved or developed.

- 1.5 Employer 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 the meeting can add it to their CPD records.

## 2. The audit visit

2.1 The JBM will let you know the names and contact details of your external verifiers at least four months before the audit 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 need to confirm that you accept the audit team. You'll also be sent a copy of the relevant guidelines and a proposed timetable. The JBM will send a briefing file to your verifiers – this will include the final version of the visit timetable (see section 3).

2.2 The verifiers will meet at the start of the audit visit to discuss the areas they will be considering.

The audit team may need accommodation if they can't travel to the offices on the morning of the visit. If this is the case, please book hotel accommodation for the team (normally three people) near your offices and pass the details to the JBM Secretariat.

2.3 You need to send a copy of the following documents to the JBM secretariat at least six weeks before the audit visit:

- A copy of your further learning programme
- A copy of any company further learning handbooks or further guidance given to candidates
- Details of any changes you've made to the programme since it was last approved
- A list of trainees on the programme and their current status (i.e. year one candidate, year two candidate etc.), and trainees who have recently completed the programme
- Details of your supervising engineer/s and internal verifier. You also need to let JBM know if they've changed since the programme was approved
- A copy of any internal review reports and a summary of meetings between the candidate and assessor/internal verifier
- Brief CVs of all SEs, assessors and internal verifiers
- Candidates' completed learning plans and a sample (no more than three) of current candidates' plans
- Details of arrangements for the visit, including the final timetable, a list of attendees, directions to the office and, of required, accommodation

2.4 The report produced after the initial monitoring visit will be sent to the verifiers, along with a copy of the original application. The audit team will check that recommendations or required actions from the monitoring meeting, or at the application stage, have been addressed.

2.5 During the audit visit, the team will review candidates' evidence portfolios to check that the necessary learning outcomes have been demonstrated. The portfolios should also include reflective statements.

## 3. Timetable

3.1 You are responsible for preparing a timetable for the audit visit. Wherever possible, the timetable should follow the standard format shown in 3.3.

3.2 The 'team room', referred to below, is the room used by the verifiers for private meetings and to inspect candidates' work. It should be big enough to accommodate the verifiers' paperwork and candidates' evidence portfolios. This room must be secure so verifiers can leave personal belongings and confidential paperwork unattended. Refreshments – such as tea, coffee, fruit juice and water – should be provided in the room when the team is scheduled to meet.

### 3.3 Suggested timetable

(Times to be added)

*00.00 Welcome*

*00 – 00.30 Private meeting of external verifiers in team room*

*00.30 – 01.15 Meeting and presentation to external verifiers.*

The company 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.

*01.15 – 02.30 Private meeting of external verifiers to review examples of candidate work in team room*

Provide examples of the candidates' approved learning plans, prior learning assessment, verification reports and information portfolios.

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

Please arrange for a random selection of candidates enrolled on the programme – including some that have completed it – to meet with the verifiers.

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

This working lunch will enable the verifiers to summarise their findings from the morning session and continue reviewing candidates' portfolios.

*04.00 – 04.45 External verifiers' meeting with supervising engineer(s)*

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

*04.45 – 05.15 External verifiers' private meeting*

*05.15 – 05.30 Final meeting with company representative*

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

## 4. Audit report

- 4.1 The JBM visit secretary will prepare and send an audit report to the external verifiers, ideally 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 submitted to the JBM Further Learning Sub-Committee for comment. These recommendations are then considered to 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 recommendations made by the board. The JBM website listing will also be updated.