

MPDS SCHEME ADMINISTRATOR GUIDANCE

Institution of
**MECHANICAL
ENGINEERS**

Version 3.1

September 2025

The Role

The role of the Scheme Administrator (SA) in any MPDS is very influential over the health and smooth running of the Scheme. It is an important role, which is often carried out by a person from Learning and Development or HR. The SA role may also be carried out by a registered engineer. The important attributes of a good SA are the abilities to support all new Developing Engineers (DEs) and Mentors, and to monitor the timeliness of the activities along the MPDS journey.

The Responsibilities

1. Upon being assigned the SA role, the SA will need to first create an IMechE user account by visiting <https://www.imeche.org/my-account/sign-in> and following the on-screen instructions to register. Once registered, the SA will need to contact IMechE HQ by emailing IPD@imeche.org quoting the PDS number of the scheme and providing their unique IMechE membership/reference number generated when creating the account. IMechE HQ staff will then arrange SA read-only access to that scheme's MPDS/SRS Tools. MPDS/SRS Tools is an online portal that sits within the Career Developer Suite of Tools and is used to report and assess the progress of the Developing Engineers. Whenever a new SA joins the scheme notification should be given to the Institution immediately.
2. The mpds@imeche.org mailbox is the best route to getting support for any aspect of individual MPDS queries i.e., about individual people (DEs or Mentors registered on the scheme) the SA may have and can be used at any time. For queries about the accreditation or administration of the whole scheme the SA should email IPD@imeche.org.
3. The SA should review the list of DEs and Mentors registered on the scheme for accuracy and currency, noting any records which should be added or removed and requesting these actions via mpds@imeche.org.
4. On recruiting a new cohort of DEs the SA should ensure that each recruit is already an IMechE Associate Member, and if not, have them join using the [Associate Application](#) form. This process will also involve checking each recruits' academic qualifications to verify the accreditation status of each degree, relevant to whether the DE will work towards IEng or CEng.

If any recruit has a degree which is not accredited then the recruit may have to undertake Academic Review, possibly leading to Further Learning. The outcome of the qualification check will include clear instructions on the next steps for each DE.

5. The SA normally looks after the pairing of new DEs and Mentors. For this purpose the SA will require knowledge of suitably qualified registered engineers within their organisation who are prepared to act as Mentors. Those DEs who complete MPDS and gain their professional registration may be ideal Mentors and should be seen as a valuable resource to the Scheme from which they have just graduated. The SA may arrange and attend the initial 'get to know you' meetings between new DEs and Mentors.
6. The SA should oversee the registration of all new DEs and Mentors using the [DE](#) or [mentor](#) templates.

7. In the event that Mentors and DEs will be located apart for a period of time, the use of Delegate Mentors (DM) may also be considered to give local support to the DE. The DM uses the same registration form as Mentors and will be granted read-only access to the DEs records with the Mentor retaining formal approval authority. DMs are typically experienced engineers who do not have professional registration, although they may well be working towards their own professional registration. DMs may also be considered if there are insufficient qualified Mentors for the number of DEs. The MPDS Tools does not permit DEs currently enrolled on MPDS to act as Mentors or DMs for other MPDS DEs.
8. The SA should ensure that previous experience approved by the DE's Mentor is recorded on the DE registration form, and that it is reflected on the MPDS calendar for each DE.
9. Each DE must submit quarterly reports and annual assessments to MPDS/SRS Tools. The timely submission of these reports is essential to the smooth operation of MPDS and the prevention of attrition of DEs dropping off MPDS. It is key that the SA monitors the timeliness for all DEs. It is expected that at the end of each quarter DEs submit their reports, and Mentors should respond within two months of the end of the quarter. Where the SA notices that either a DE is becoming late in reporting or a Mentor is becoming late in responding and approving, the SA should arrange to meet with the DE and Mentor to understand the reason and to agree to any remedial action. If the process for any DE's report is likely to take longer than 16 weeks, the SA should report this to the IMechE together with the corrective action that is being undertaken.
10. For years one and two on MPDS, DEs will need to submit three quarterly reports and an annual assessment which provides an overview of quarter four and the year's achievements. In years three and four, DEs are required to submit at least one quarterly report for quarter two and an annual assessment in quarter four. Submitting a quarterly report for quarters one and three in these years is optional. Should a company wish to make the completion of all quarters in years three and four compulsory for all their DEs, the Scheme Administrator should contact mpds@imeche.org to arrange this.
11. There may be times where the DE needs to take a break from MPDS due to various reasons, such as furloughing, or maternity leave. In cases like this, we recommend that the SA temporarily suspends the DE's records until their return to work.
12. Mentors are required to undertake Mentor training at least every three years and the SA should arrange this by contacting the IMechE Membership Development Manager (MDM) for their region. The contact details for the appropriate MDM can be found on the [Global Membership Development Team](#) page of the IMechE website, with further details on Mentor training available [here](#).
13. IMechE staff are happy to provide training to DEs on the correct use of MPDS/SRS Tools and give general introductions to IMechE and professional registration. This can be arranged by the SA contacting the appropriate MDM.
14. The SA is often the first person to identify any issues with the scheme or MPDS/SRS Tools, and should contact mpds@imeche.org to request support regarding individual issues and IPD@imeche.org for scheme issues.
15. IMechE encourages companies to recognise the achievement of DEs when they gain their professional registration, and it normally falls to the SA to arrange a

news item for the company journals. On these occasions, the inclusion of the Mentor in the recognition is recommended.

16. The SA will benefit from attending IMechE Mentor training whether in-house or regional, and IMechE encourages the SA to do this as a good means of staying in touch with changes or new practices. In each region or city there are a number of companies operating MPDS, each with a SA, and IMechE encourages SAs to network with each other to share knowledge and experiences. The MDMs may invite SAs to attend networking events where appropriate.

To assist the SA in getting the best from its company's MPDS the IMechE offers the MPDS Scheme Administrator and Mentor Hub, a training and support tool which includes a number of useful resources including a training webinar, useful MPDS documents and an online chat forum.

For more information and access to the hub, or for further enquiries on the role of the SA please contact IPD@imeche.org.

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