

MPDS CHECKLIST EXEMPLAR.

Institution of
**MECHANICAL
ENGINEERS**

	Mentee	Mentor	Admin
(Developing Engineer, Mentor and Scheme Administrator are to review the list of check categories listed below and enter either Y or N/A in the appropriate column alongside each check listed)			
Developing Engineer			
Has read and understood the XXX MPDS Handbook			
Has completed the IMechE qualification checker			
Has met the mentor and MPDS Administrator			
Has joined the IMechE as an Associate member			
Has registered online for the MPDS scheme			
Has developed a plan for Further Learning (if applicable)			
Pledges to: be proactive and take responsibility for arranging meetings with their mentor; complete MPDS reports and submit them in a timely manner; to be open to constructive feedback; proactively seek development opportunities and will not breach confidentiality			
Mentor			
Has read and understood the XXX MPDS Handbook			
Has met with mentee and MPDS Administrator			
Has made their relevant personal information (IMechE no.) available			
Pledges to: meet the developing engineer when agreed; review reports in a timely manner; listen, support and provide feedback to their developing engineer; help identify goals and make positive, impartial suggestion will not do the developing engineer's work for them and will not breach confidentiality			
Scheme Administrator			
Has read and understood the XXX MPDS Handbook			
Pledges to: ensure that the scheme is run as described in the MPDS Handbook and will not breach confidentiality			

DEVELOPING ENGINEER CEng/IEng:

MENTOR:

SCHEME ADMINISTRATOR:

Developing Engineer Name:	Signature:	Date:
Mentor Name:	Signature:	Date:
MPDS Administrator Name:	Signature:	Date:

Developing Engineer Reports

Year	Qtr	Annual	Due	DE Submitted	Mentor Completed
1	1				
1	2				
1	3				
1	4	1			
2	1				
2	2				
2	3				
2	4	2			
3	1				
3	2				
3	3				
3	4	3			
4	1				
4	2				
4	3				
4	4	4			
Credits Claimed =					

Placement History

Date	Location	Project/Role	Specific Competences Addressed

Further Learning (if necessary)

Plan Developed	Date	Agreed by Mentor	Agreed by IMechE

Modules	Date Started	Date Completed	Credits
		Total Credits =	

DE Development Reviews

Date	Forum	Outcome/Actions
	e.g. • 1:1 with Scheme Administrator • 1:1 with Scheme Owner • Discussed at Scheme Steering Group • Discussed at Career Development Meeting	

Any Exceptional Interventions/IMechE Reporting Issues etc.

Date	Issue	Outcome

Application to IMechE for CEng or IEng.

Process	Date	Outcome
Application Submitted CEng/IEng		
Mock PRI		
PRI		