

MPDS MULTI-SITE SCHEMES SUPPLEMENTARY INFORMATION REQUIREMENTS.



The IMechE is licenced by the Engineering Council to award Accreditation to Initial Professional Development schemes. To achieve Accreditation, the applying company must submit information about the structure, content and format of the scheme for IMechE to review.

When requesting Accreditation coverage for sites based outside of the UK (i.e., global sites) at the point of application, or for additional sites (UK or international) during an existing Accreditation period, the company must show that the Management and Administration will be coordinated and overseen by the organisation from one central site, as evidenced on the original Accreditation visit. Ideally, this site should be the one visited by the IMechE.

The IMechE will be looking for evidence that the programme is structured to deliver at all sites:

- Consistency of standards of provision of the scheme in the round, with understanding of UK-SPEC and it's required outputs.
- Moderation of standards: the overall management of the scheme, including the provision and training of acceptable mentors and how timeliness of reporting is monitored.
- Equal opportunities – i.e. that the same level of opportunities for personal development will apply regardless of which site is chosen.

For this reason, please answer the following additional questions which will ideally be reported on before the visit:

1. Please give specific details of additional sites where the MPDS scheme will be in operation immediately, and for which you are seeking Accreditation with this application. This needs to include details of Location of the primary scheme, other UK and/or global sites to be covered by the Multi-Site Scheme, Mentors, Mentees, etc.
2. Do you foresee other sites where IPD will be implemented in the next three years?
3. How many developing engineers (DEs) do you foresee at each site? I.e. what is the current number and how many are you aiming to recruit each year?
4. Are the DEs fundamentally based at the site declared on the application form as the site where the scheme is administered, but have work placements/secondments to other sites or are the DE's located at different sites and will complete some of their training at this location, possibly undertaking work placements at other sites within the scheme?
5. How do you ensure that standards, training, mentoring and procedures are consistent at all your sites? How do they link with the overall HQ Scheme Management and Administration? What are the arrangements for administering the scheme and mentoring at other sites? This will need to be clearly documented in your scheme manual.
6. Who identifies, selects mentors, ensuring that the mentors are suitable and have sufficient time and understanding to perform the mentor role well?

7. What support do you provide to your Mentor Network, to ensure consistency of approach? Do they ever all meet at the same site/location globally? Do you have a common intranet page/SharePoint site where information can be posted and who answers this or is it a general news board?
8. What support do you provide to your Graduate Network, to ensure consistency of approach? Do they ever all meet at the same site/location globally? Do you have a common intranet page/SharePoint site where information can be posted and whom answers this or is it a general news board?
9. Are internal audits carried out to ensure consistency? If so, by whom?
10. What communications tools are in use to ensure that people are following the scheme properly, if relationships are remote? (Is it Lync, Skype or similar?)

During the visit it is expected that a communication link will be set up to at least one of the additional sites so that discussions can be held with Mentors and DEs at these different locations. This is to provide confidence that the scheme is being administered consistently at all sites.

If you have any questions about the above, do not hesitate to contact us at IPD@imeche.org.