



# Mentor Supported Training Guidance

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## Introduction

Mentor-supported training helps engineers complete their initial professional development (IPD). The training is supervised by approved mentors who are experienced colleagues and who support trainees through their IPD, helping them progress to the next step in the professional qualification process – the Professional Review.

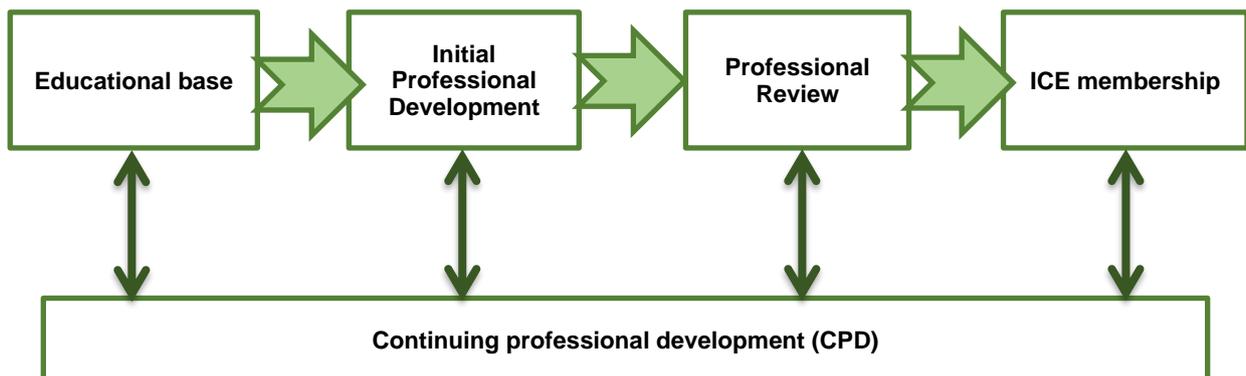
This guide to Mentor-supported training explains the purpose of IPD and who the training is for. It also outlines each aspect of the training, including:

- Registering to use Mentor-supported training and mentors
- Recording progress in IPD Online
- Monitoring, appraisals and training reviews
- Transferring training
- Roles and responsibilities

The last part of this guide lists some useful definitions of terms that are associated with Mentor-supported training.

## What is IPD?

IPD bridges the gap between education and professional qualification – see the diagram below. It's the time when you start to develop the special skills and professional approach needed to practice as a professional. Learning and getting experience at work will help trainees take on positions of responsibility and make independent judgements.



## IPD attributes

IPD is recorded against a set of [attributes](#) (or [standards](#) for Eng Tech) that apply to the grade of professional qualification the trainee is aiming to achieve (CEng, IEng or EngTech). The attributes reflect the initial knowledge and skills required of a professionally qualified civil engineer.

The attributes are generic, which means they can be achieved in a range of ways, and by anyone working as a civil engineer. All work-based experience can be used towards IPD, whenever and wherever it is gained.

## Who is Mentor-supported training for?

Mentor-supported training can be used by anyone who is applying for membership (MICE) of ICE. It can also help you work towards registration with the Engineering Council at incorporated (IEng) or chartered engineer (CEng) level.

It can also be used by student members who are not yet in full time employment but wish to start recording their experience (e.g. students undertaking work placements as part of their education). If you're applying for membership at Engineering Technician level (MICE EngTech) you don't need to formally complete IPD, but if you think it will benefit your development you can follow Mentor-supported training.

If you work for an [approved employer](#), you should follow the ICE Training Scheme, if possible, not Mentor-supported training.

It's important to be aware that completing IPD does not guarantee success at review. Trainees will still need to show how they have attained the attributes to their reviewers through a report, interview and written exercise.

## Registering Mentor-supported training

### Trainees

Before applying you will have to:

- Find an ICE approved mentor. If you are struggling to find a mentor, you should either contact your local [Regional Support Team](#) who might be able to help or use our [Mentor-matching system](#).
- Make sure you have or are working towards the appropriate academic qualifications ([educational base](#)) for the level of membership and Engineering Council registration you're aiming for. If you don't have the required educational base, you need to show you're working towards it and will have achieved it by the end of your training.

In order to register, you will need to undertake the following steps:

- Log in to [MyICE](#) and click the IPD Online icon,
- You'll see a short registration form. Please fill this in
- Add your mentor's email address and membership or registration number to the registration form
- We'll email your mentor a link to IPD Online when you have registered. Your mentor should click on the link to confirm that they are your mentor



[Watch our short video on how to register to use IPD Online](#)

## Mentors

Prospective mentors need to send their [mentor application form](#), CV and CPD records to their local ICE Membership Development Officer. You can find out who to contact by emailing [membership@ice.org.uk](mailto:membership@ice.org.uk) or calling +44 (0) 121 227 5948. Membership Development Officers will arrange a face to face meeting with you so that they can assess and approve your application. Existing SCEs, who wish to undertake mentoring duties, do not need to fill out the application form. They should contact their Membership Development Officer to advise them they will be acting as a Mentor.

## IPD Online

IPD Online supports trainees and mentors to register training, and record, assess and complete IPD. Once registered on Mentor-supported training, trainees will be able to access IPD Online via MyICE.

### More information on IPD Online

Once you've accessed IPD Online, you can use the help centre to find out more.



## Monitoring, appraisals and training reviews

### Monitoring training

Keeping records is an important personal discipline and a requirement of professional practice. It's also vital in helping the trainee make rapid progress in their IPD. Use IPD Online to record experience against each attribute and at each level of achievement.



[Watch our short video on how to submit evidence on IPD Online](#)

The mentor will advise what other reports they expect. The reports, which should be added to IPD Online, form the basis of regular meetings with the mentor. They should cover activities that have been undertaken, and highlight what has been learned and which of the attributes have been achieved, or partly achieved.

Development reports could focus on a particular topic, and could also provide the trainee with practice in writing about their achievements and technical topics. The mentor will give valuable feedback on each report, including comments which can help improve the next report.

These reports will also provide background material for the Professional Review submission. The trainee's [personal development record](#) will also be reviewed by the mentor.

Regular meetings can be used to discuss experience gained over the past period and agree expectations for the future.

### Annual appraisals

Appraisals are a crucial part of mentor-supported training and help trainees make the most of opportunities to get experience in the workplace.

The aim of annual appraisals is to:

- Review trainee's progress towards achieving the attributes using IPD Online
- Assess the quality of reports and CPD records
- Identify and address areas of concern
- Monitor and recognise areas of strength
- Set development targets up to the next appraisal
- Plan progress towards the Professional Review

The appraisal should be recorded in IPD Online. These should be comprehensive reports, rather than lists of activities or vague statements such as, 'a satisfactory year'.

The annual appraisal date is set as one year from the date the trainee registered to use the tool. The mentor can change this using IPD Online.



[Watch our short video on how to change the date of an annual appraisal](#)

## Training Review

The Training Review is the last stage of IPD, and is an appraisal of the entire training period. A [fee](#) must be paid to sign off the training and register it with ICE.

It should take place as soon as the trainee and mentor agree that the attributes have been achieved.

The Training Review ensures that the trainee has:

- Achieved the IPD attributes
- Completed the development reports (where required by the mentor)
- Maintained CPD records including an appropriate amount of CPD – the development action plan and personal development record

The mentor should fill out the training completion form on IPD Online. This must be verified by the ICE Membership Development Officer, who will add comments before the training completion is registered. This process may take up to eight weeks.

The trainee won't be able to apply for a Professional Review if the training completion hasn't been registered.

The Training Review should also be used to plan for the Professional Review. This is an opportunity for the mentor to assess how best the trainee can demonstrate the attributes at a review.

## Transferring training

If the training can't be completed, the progress that's been made should be recorded and a 'partial completion' registered on IPD Online.

The trainee then has the following options:

- Transfer to the ICE Training Scheme and sign a Training Agreement with an approved employer. The trainee will need to fill out a Training Agreement [application form](#) or use the [Training Agreements Online \(TAGSO\) system](#) if their company is set up to use it (trainees can contact their company scheme administrators to find out whether their employer accepts paper transfer forms or not). A fee will be required to join the ICE Training Scheme.
- Ask their mentor to fill in a partial completion form then transfer to a new mentor and continue their Mentor-supported training.
- Self-manage the remainder of the IPD and, when it's completed, apply for a [Career Appraisal](#)

The mentor can withdraw their support if they believe the trainee is not committed to the training or has failed to achieve the required standards. In this case, the mentor should also fill in the 'partial completion' form in IPD Online, recording experience to date and then register it with us.

# Training for Chartered Professional Review Progressive (CPRP)

The Chartered Professional Review Progressive (CPRP) is for trainees who have completed their IPD and passed a Professional Review at incorporated engineer (IEng) level and want to become chartered engineers (CEng).

In this case, their IPD can be 'extended' to allow them to achieve the attributes at CEng level. This also applies to engineering technicians (EngTech) who want to progress to IEng or CEng.

The trainee can do this through IPD Online by choosing their new target qualification and registering their mentor. There's no fee for this registration or for the subsequent completion

The process works in the same way as before, except the trainee only has to achieve the additional attributes that are required for their target qualification. The training is then signed off by the mentor and ICE Membership Development Officer and registered complete on IPD Online.

## Roles and responsibilities

### Trainees

Trainees are responsible for keeping their records up to date.

All ICE members make a commitment to continuing professional development (CPD) throughout their professional life.

As part of the Mentor-supported training, trainees are required to maintain a development action plan (DAP), which sets out the goals and priorities for the coming year. It enables trainees to plan their CPD, and meet personal, professional and technical goals. The experience gained and activities completed should be recorded in a personal development record (PDR).

Find out more in our [CPD guidance document](#).

### Mentors

The mentor has overall responsibility for training. They should maintain regular contact with the trainee so they can mentor them more effectively, between the formal reviews.

Mentors should always be available to meet with the trainee to discuss and resolve any issues of concern.

The specific responsibilities of the mentor are to:

- Keep up-to-date with the requirements of IPD, the Professional Reviews, membership and training
- Maintain regular personal contact with the trainee
- Monitor training during the mentor-supported training
- Provide written comments on development reports (if used) and carry out a regular review (preferably quarterly) to assess and verify the attributes achieved, and CPD completed
- Carry out annual appraisals and record them on IPD online

- Carry out the final training review as soon as the training is complete



[Watch our short video on reviewing evidence](#)

To remain capable of carrying out their role, mentors must:

- Attend mentor forums in their region regularly, to keep up to date with best practice and changes in the process. This will ensure that they're best placed to advise their trainees
- Ensure that they're aware of changes and developments in ICE's routes to membership and the requirements of the Professional Review process
- Maintain an up-to-date record of their CPD – see our [CPD guidance document](#) for more information. Your role involves making sure trainees fulfil the minimum CPD requirements, so you should lead by example

Mentors shouldn't have responsibility for more than six trainees at any one time, except for short periods.

If you'd like to resign as a mentor, or have your name removed from the register please let us know in writing.

## ICE's responsibilities

We approve and train mentors. Our regional Membership Managers and Membership Development Officers (MDOs) are the points of contact and offer advice and guidance to mentors and trainees. They also assess and verify that IPD is complete following the final training review.

Get in touch with your Membership Support Team to find out more about the work of the regional team. You can find their contact details by emailing [membership@ice.org.uk](mailto:membership@ice.org.uk), calling +44 (0)121 227 5948 or via the [near you page](#) of our website.



# Appendix A

## Definitions

**Attributes** – The nine competencies needed to become a member of ICE. Trainees have to show that they've achieved the attributes during their initial professional development and also at Professional Review

**ICE Membership Development Officer (MDO)** – An ICE employee, who provides guidance on professional qualification. They also approve mentors and verify that training has been completed.

**ICE Membership Manager (MM)** – An ICE employee, who leads a team of Membership Development Officers (MDOs) as part of the Membership Recruitment Team (MRT). They also provide advice and guidance on professional qualification whilst coordinating this activity across their area of the UK.

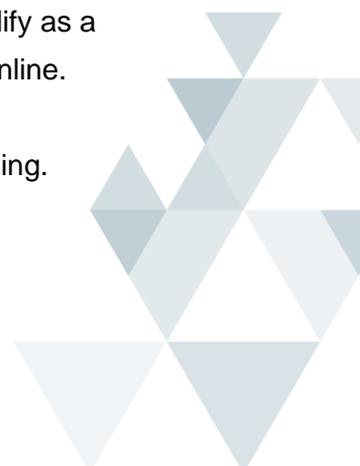
**ICE Membership Recruitment Team (MRT)** – ICE employs staff in a network of Membership Recruitment Teams (MRTs). MRTs can be contacted for advice and guidance on all aspects of professional development. You can get general advice or be put in touch with your local Membership Development Officer by emailing [membership@ice.org.uk](mailto:membership@ice.org.uk) or calling +44 (0)121 227 5948

**Initial professional development (IPD)** – The stage in a trainees' career when they gain experience and develop the special skills and professional approach needed to practice as a civil engineer. IPD bridges the gap between a trainee's education and professional qualifications.

**Mentors** – Experienced engineers who guide trainees through their IPD. Mentors are approved by ICE after a successful appraisal, and registered on the Index of approved mentors. Mentors are preferably professionally qualified ICE members.

**Mentor-supported training** – Structured training that helps trainees complete their IPD. ICE-approved mentors guide the trainee in achieving the necessary competence to qualify as a professional engineer. The training is planned, recorded and reviewed using IPD Online.

**Trainee** – An individual who is completing their IPD through mentor-supported training.



## Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

## Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

## Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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