



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 or End Point Assessment.

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 is the period when trainees start to develop the knowledge, understanding and skill and professional attitude required to practice as a professional. Learning and getting experience at work will help trainees take on positions of responsibility and make independent judgements.

IPD is recorded against a set of [attributes](#) 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 or infrastructure engineer.

The attributes are generic, which means they can be achieved in a range of ways, and by anyone working as a civil or infrastructure 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 would like to become a [Member of ICE \(MICE\)](#) and to register as a [Chartered \(CEng\) or Incorporated Engineer \(IEng\)](#) either as a civil engineer or as an infrastructure engineer. It can also be used by current IEng members wishing to progress to CEng via the [Progressive route](#). It is a requirement to be supported by an approved mentor.

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.

You can find out more about Mentor Supported Training [here](#)

If you work for an ICE [Approved Employer](#), you should follow the ICE Training Scheme, if possible.

It's important to be aware that completing IPD does not guarantee success at Professional Review or End Point Assessment. The trainee needs to show full competence at the required level at the Professional Review/End Point Assessment.

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 contact your local Membership Recruitment Team who might be able to help
- 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 Membership Recruitment Team (MRT). You can find out who to contact by emailing membership@ice.org.uk or calling +44 (0) 121 227 5948. MRT will discuss the requirements of the role and assess and approve your application.

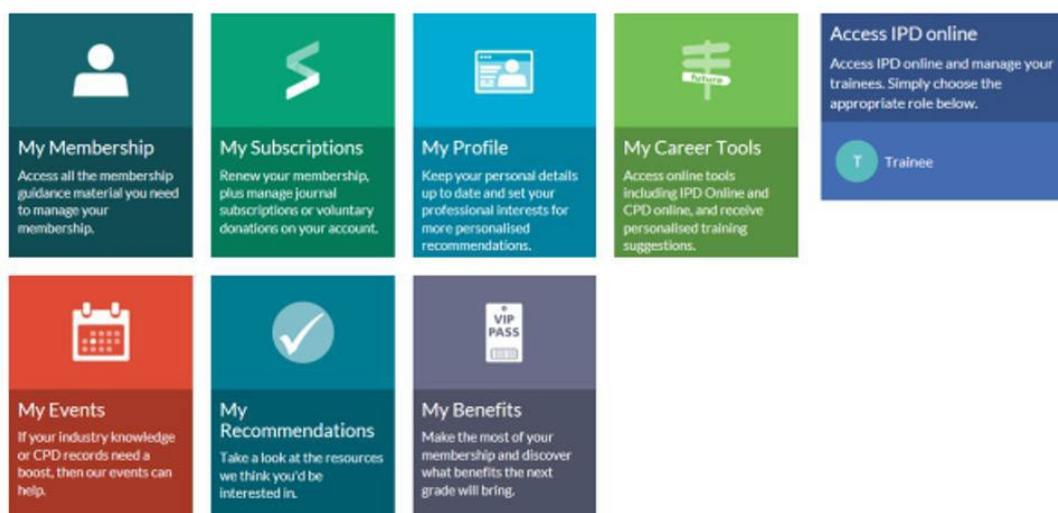
Existing SCEs, who wish to undertake mentoring duties for Mentor Supported training, do not need to fill out the application form. They should contact their Membership Recruitment Team and request to be registered as a mentor.

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.

Mentors will receive an email notification once a mentee submits their evidence.

To review the evidence, you will need to access IPD Online and you do this by logging onto [MyICE](#) and select the role 'Mentor' from the 'Access IPD Online' panel you can then see the evidence from your mentee.



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 also helps trainees progress more quickly. The most important record of achievement is IPD Online. This is where progress is formally recorded and assessed.

Development reviews

It is recommended that the mentor should review the trainee's progress against the attributes at regular intervals through each year. CPD plans and records should also be reviewed at these development meetings.



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

Annual appraisals

The annual appraisal is carried out by the mentor who will use IPD Online to assess and record the trainee's progress towards achieving the attributes, they will also check the trainee's CPD plans and records and discuss the CPD development action plan for the coming year.

The trainee initiates and completes the first part of the annual appraisal before the mentor has access to it in IPD Online. The appraisal should be used to review previous experience and set targets for the next 12 months. The trainee should be given guidance to make the most of the experience they get at work. It's important that the trainee's strengths are identified, and that strategies to overcome areas of weak performance or experience are considered and agreed.

The aim of annual appraisals is to:

- Review trainee's progress towards achieving the attributes using IPD Online
- Assess and comment on CPD plans and records (min 30 hours effective learning each year)
- 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 or End Point Assessment

Details of the annual appraisal must be recorded using IPD Online. The system gives an automatic reminder to carry out and record the annual appraisal.

The annual appraisal should be comprehensive, 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 IPD Online. 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, done by the mentor. 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 attributes for the grade of membership they are applying for
- Maintained the development action plan (DAP) and personal development record (PDR) for at least the previous 3 years, as a guide the CPD development record should have a minimum of 30 hours effective learning each year. An up to date copy of all the CPD plans and records should be uploaded to the IPD Online Document Library

An up to date copy of the previous 3 years of CPD plans and records should be uploaded to the IPD Online Document Library.

(for those completing the Training Review for EngTech, trainees should have a current, up to date DAP and PDR for at least 1 year with a minimum of 30 hours effective learning for each year).

The trainee and mentor should agree that these requirements have been met and the mentor should complete the training completion form in IPD Online.

The trainee needs to notify their local Membership Recruitment Team when this has been done so that they can verify the completion. The Membership Recruitment Team may want to meet with the trainee before adding their comments and registering the training completion with ICE. This process may take up to eight weeks.

A Professional Review application will be rejected if the Mentor Supported training agreement completion hasn't been registered with ICE.

The Training Review should also be used to plan for the Professional Review/End Point Assessment.

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 by the mentor.

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 ICE Training 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 ICE 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 the trainee's experience to date and then register it with us.

Training for Chartered Professional Review Progressive/Chartered Infrastructure Professional Review Progressive (CPRP or CIPRP)

The Chartered Professional Review Progressive (CPRP or CIPRP) 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 IPD level and registering their mentor. There's no fee for this registration or for the subsequent completion.

Once the trainee has achieved the necessary education and experience, the Mentor Supported training can be signed-off by the mentor and ICE Membership Recruitment Team in the usual way. In this case, only the attributes between the previous level and the new IPD level need be documented and achieved.

Roles and responsibilities

Trainees

Trainees are responsible for keeping their records up to date within IPD online to demonstrate their experience against the attributes. Trainees will need to ensure they maintain their membership of ICE to continue their use of the ICE Mentor Supported training.

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

As part of the ICE 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) with a minimum of 30 hours effective learning each year.

For more information on how best to plan and record your CPD, please read our [CPD guidance](#)

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 understand:

- The general concept of the ICE process towards Professional Review or End Point Assessment
- The need for trainees to demonstrate the ICE Member attributes at training completion and Professional Review/End Point assessment
- The value of structured training and development within Mentor Supported training in preparing the trainee for Professional Review/End Point Assessment
- The detailed requirements of Mentor Supported Training
- The use of IPD Online through ICE resources (such as guidance documents, webinars, and videos)
- Their role and responsibilities in advising and mentoring trainees including their CPD
- That the Membership Recruitment Team will review their CPD plans and records to ensure they set a good example in relation to what is expected of a trainee
- The importance of their final assessment at completion of the Mentor Supported training being robust
- The need to keep up to date with the requirements for their role



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

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

- 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/End Point Assessment 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 cease your role as a mentor for Mentor Supported training, or you no longer mentor a trainee then please email cats@ice.org.uk

ICE's responsibilities

We approve and train mentors. Our Membership Recruitment Team (MRT) 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.

The mentor should contact the MRT with any queries about the ICE Mentor Supported training.

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



Appendix A

Definitions

Attributes

The abilities someone must have to become an ICE member. Trainees must show they've achieved the attributes during their initial professional development and at the Professional Review. Our [attribute videos](#) illustrate examples of the sort of experience you might use.

Membership Recruitment Team (MRT)

ICE employees, who provide guidance on becoming professionally qualified with ICE. They can be contacted for advice and guidance on all aspects of professional development and ICE Mentor Supported training. They are responsible for recommending mentors for approval and verifying the completion of Mentor Supported training.

Initial professional development (IPD)

IPD is the period when trainees develop the knowledge, understanding and skill, and professional attitude required to practice as a professional.

For trainees on ICE Mentor Supported training, IPD is recorded and assessed using IPD Online.

Mentors

Experienced engineers who guide trainees through their IPD. Mentors are approved by ICE after a successful application. Mentors are preferably professionally qualified ICE members.

Mentor Supported training

A structured training programme that helps trainees get the experience and skills they need to meet the attributes for IPD completion and ultimately qualify as professional engineers. 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 ICE 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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