

Suggested Programme for an Accreditation Visit

09.45 - 10.00	Panel arrives at Company	
10.00 - 10.15	Private discussion amongst Panel Members	(note 1)
10.15 – 10.30	Welcome & introductions	
10.30 - 10.45	Brief presentation by Senior Executive describing the Company and its policies regarding Professional Development	(note 2)
10.45 - 11.45	Presentation and discussion of the Professional Development Scheme	(note3)
11.45 - 12.30	Private interview with a group of selected Candidates	(note4)
12.30 – 13.00	Private interview with a group responsible for supporting the development of Candidates (Mentors, Coaches, Assessors etc)	(note 5)
13.00 - 13.45	Lunch (Approx.)	
13.45 - 14.45	Visit to workplace of candidates or project presentations	(note 6)
14.45 - 15.15	Private discussion amongst Panel Members	
15.15 - 15.45	Feedback and discussion between Panel and Hosts	
16.00	Panel departs	

The Programme is for guidance only – some of the times and events may be varied by the company following discussion with the IET.

Note 1 A longer period may be required for the more complex multi-institution visits.

Note 2 This presentation should be given by a senior executive with responsibility for the professional technical staff within the company. The objective is to demonstrate the company's commitment to the professional development of its staff.

Note 3 It would be helpful to the Panel if, during this session, the following questions could be addressed:

- How does the scheme enable the graduates that you recruit to acquire the necessary competences for professional registration? (What is the pattern of the Scheme?)
- Do the candidates meet the 'exemplifying qualifications' on recruitment or is further development of their underpinning knowledge required, if so how is this offered?
- What is your system for monitoring and controlling the quality of the programme?
- What is your system for assessing candidates and their development?

This session can be viewed as an opportunity for Company to "sell" its approach to developing professional engineers.

Note 4 It is a mandatory requirement for candidates to bring their Professional Development Records to this session. If it is possible we would like to see a selection of scheme candidates at different stages of the development period.

Note 5 The group will be encouraged to discuss how the company facilitates the professional development of its engineers.

Note 6 A brief visit to the workplace, preferably conducted by scheme candidates to show the Panel what work they are doing and to discuss how they are learning and developing from their work. If a visit to the workplace is not viable, presentations from the candidates on their project work and experiences will be sufficient.