ICE/CRL Training Scheme and Guidance

The Company

Concrete Repairs Limited (CRL) was founded in 1955 by two Civil Engineers. They recognised the growing need in the marketplace for a specialist company able to carry out repairs and upgrading works to reinforced concrete structures. Their strategy was to create a company that was able to work closely with its customers not only as a contractor, but as a consultant and advisor as well. To be able to offer professional and honest advice on structural repair requires a sound engineering approach. To that end, the company has always made sure that it employs qualified Civil Engineers. The range of skills and abilities necessary to become a Civil Engineer fully compliments the professional needs of the business.

Since those early days, the business has grown to become internationally recognised as a centre of excellence for the analysis, repair and restoration of reinforced concrete structures. The company has never forgotten its roots and continues to operate on the strength of sound engineering judgement and experience. The work carried out by CRL to lengthen the useful life of so many buildings and structures is entirely sustainable.

It is therefore of vital importance to CRL that it employs, encourages, develops, and trains Civil Engineers at all levels from graduates to technicians and Chartered Engineers. The opportunities offered by CRL are both challenging and exciting. The nature of our many varied projects means that diverse experience is quickly gained by our professional teams.

I am personally committed to you and your training. I do hope that we will work together for a long time for your benefit, the benefit of the company and the Civil Engineering profession as a whole.

If you decide to follow this exciting career path, you can be assured that it will be worth all the hard work. You will be expected to put in a huge effort personally, and at times that will not be easy. The end result will be worth it.

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Executive Chairman
Lead Supervising Civil Engineer (SCE)
Nov 2023

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ICE Training Scheme & Guidance

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ICE Training & Scheme Guidance
Version 4 Revision 7 – 27 July 2022

Institution of Civil Engineers is a Registered Charity in
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Introduction

This document is for trainees, Supervising Civil Engineers (SCEs), Delegated Engineers (DEs), ICE Training Scheme Administrators (TSAs) and Training Provider Administrators (TPAs) who are involved in the ICE Training Scheme.

The first half of the document sets out the ICE Training Scheme.

The second gives more detailed guidance on the various aspects of the ICE Training Scheme. It is split into guidance notes, which include information on the roles of trainees, SCEs, DEs and TSAs, TPAs; becoming an ICE Approved Employer to operate the ICE Training Scheme; and the online systems that help manage the scheme and record training.

In Appendix A, you'll find some useful definitions of terms that are associated with the ICE Training Scheme. You can add any employer-specific requirements in Appendix B, these requirements will be over and above the requirements included in the ICE Training Scheme.

There is also guidance in Guidance Note 10.

If you have any questions or would like more information, please get in touch with your local Membership Recruitment Team. You can find their details through the near you page of our website, by emailing membership@ice.org.uk, or calling +44 (0) 207 665 2211.

The ICE Training Scheme

The ICE Training Scheme helps employers support their staff through their initial professional development (IPD) and to a professional qualification.

IPD is the period when trainees develop the knowledge, understanding and skill, and professional attitude required to practice as a professional. Learning and getting experience at work helps trainees hold down positions of responsibility and make independent judgments.

This ICE Training Scheme 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)](#). It can also be used by current IEng members wishing to progress to CEng via the [Chartered Professional Review Progressive (CPRP) route](#)

Those applying for membership at Engineering Technician level (EngTech MICE) don't need to formally complete IPD but might choose to follow the ICE Training Scheme if it will benefit their development.

Trainees enter into a Training Agreement with their ICE Approved Employer. This agreement formally sets out the responsibilities of the trainee, the employer and ICE in the ICE Training Scheme. The IPD Online system is used to record and assess progress throughout the period of the Training Agreement.

The Supervising Civil Engineer (SCE) plays a very important part in the scheme. Employers provide at least one SCE to mentor trainees. The SCE may also appoint Delegated Engineers (DEs) to carry out certain parts of their role.

The IPD Online system allows ICE Training Scheme Administrators (TSAs) to have an overview of the scheme's operation within their organisation.

Some apprenticeship training providers will also have an overview of apprentices on apprenticeship courses in their universities/colleges. They are Training Provider Administrators (TPAs).

Employers which operate the ICE Training Scheme are included on the list of [Approved Employers](#) on our website. Our Membership Recruitment Teams make regular contact with Approved Employers to provide support and guidance and make sure everyone is keeping to the commitments they made in the Training Agreement as required in the ICE Training Scheme. Please email membership@ice.org.uk or call +44 (0)121 227 5948 for help.

Aims of the ICE Training Scheme

The ICE Training Scheme helps trainees:

- Get engineering knowledge, experience and competence, by providing opportunities to find and implement solutions to engineering problems
- Achieve the ICE Member attributes and complete the IPD stage required for professional qualification
- Record how they've gained relevant knowledge, to support their application for the Professional Review/End Point Assessment for apprenticeships
- Receive structured guidance and supervision from an SCE and the ICE Membership Recruitment Team so they can make the most of their training and, ultimately, achieve professional qualification quicker

We recommend using a Training Agreement, as it's usually the quickest way to achieve the ICE Member attributes.

After completing the Training Agreement, the trainee can apply for a Professional Review or End Point Assessment if applicable. 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.

Application to become an ICE Approved Employer (ICE Training Scheme)

The lead SCE is responsible for ensuring that their organisation is an Approved Employer and is included in the Approved Employers list. The lead SCE should also make sure that their organisation is reapproved at least every 5 years to be able to continue as an Approved Employer to operate the ICE Training Scheme.

The ICE Training Scheme application should identify one TSA. This could be the lead SCE, an HR Manager, Learning and Development Manager. The TSA can then add more TSAs to the system.

This document sets out the requirements of the ICE Training Scheme, but employers may have their own training requirements **in addition** to those required by ICE. These can be included in Appendix B.

Training Agreement

A Training Agreement is a formal agreement between the trainee and the Approved Employer and sets out the responsibilities and commitment of everyone involved in the ICE Training Scheme.

The SCE confirms (on behalf of the Approved Employer) that:

- The employer will provide the trainee with opportunities to complete their Training Agreement, either within the employing organisation and/or by secondment to other organisations
- The employer will provide a training structure to review the trainee's progress against the attributes – an initial assessment meeting, regular development reviews, a formal annual review of progress and plans, and confirmation of completion

The trainee confirms that they will:
- Make full use of the opportunities available and their SCE's advice to develop as a professional engineer
- Record evidence of their experience against the attributes using IPD Online and supporting documents as required by their SCE or DE
- Maintain their membership of ICE

There's no time limit on a Training Agreement but the employer has the right to terminate an agreement if the trainee is not performing to the required standard.

Getting started

There is one Training Agreement per trainee and it must be registered with ICE and the appropriate fee paid. This can be done through Training Agreements Online (TAGSO), if the employer is signed up to use it, or the trainee can complete the Training Agreement application form. It is expected that the company will pay the trainee's Training Agreement fee (or reimburse the trainee). The TAGSO administrator can use TAGSO to see all trainees who have registered Training Agreements.

Once the Training Agreement is registered, the trainee can start to record their experience using IPD Online. The SCE and DE can access the trainee's records within IPD Online and sign-off achievement levels for each attribute as they progress. TSAs can also view the trainee's records but cannot amend evidence or sign-off achievement levels.

Watch our short video on how a TSA views a trainee's evidence and progress on IPD Online

Gaining experience

The main purpose of the ICE Training Scheme is to provide trainees with a structured environment in which they can gain and record the experience they need, regardless of how long it takes.

Progress is recorded against a set of attributes that apply to the grade of membership the trainee is aiming for. The attributes reflect the knowledge and skills required for a professionally qualified civil engineer.

[View the member attribute list.](#)

The attributes are generic, which means they can be achieved in a range of ways by anyone working as a civil engineer. All work-based experience can be used as evidence towards completing IPD. Experience gained by part-time students or those who undertake work placements as part of their education can also be included.

Depending on the grade the trainee is aiming for, there are different attribute levels to be achieved.

MICE only and IEng MICE

- Knowledge - have a basic understanding and knowledge of the area of competence
- Experience - have achieved the attribute in different situations, working under supervision
- Ability at IEng - have achieved the attribute in different situations, assisting others and working without supervision

CEng MICE

- Knowledge - have a basic understanding and knowledge of the area of competence
- Experience - have achieved the attribute in different situations, working under supervision
- Ability at IEng - have achieved the attribute in different situations, assisting others and working without supervision
- Ability at CEng – as above, but there are additional areas of experience within the attributes that only apply to those aiming for CEng

As the trainee's experience increases, they will achieve the different levels for each attribute. To complete IPD they will need to achieve the ability level in all aspects of the attributes applicable to the grade of membership they are aiming for.

Training Agreement for Chartered Professional Review Progressive (CPRP)

Trainees who've qualified as Incorporated Engineer members (IEng MICE) who have completed their Training Agreement at IEng level can continue their IPD to record their experience at as a Chartered Engineer (CEng) level, the Training Agreement can simply be extended (or reactivated) using the transfer form. This also applies to trainees who have qualified as Engineering Technician members (EngTech MICE) and want to progress to IEng or CEng level.

Once the trainee has achieved the necessary education and experience, the Training Agreement can be signed-off by the SCE and ICE Membership Recruitment Team in the usual way. In this case, only the attribute levels between the previous completion and the new IPD level need be documented and achieved.

No additional fee is payable when an agreement is transferred or reactivated for CPRP.

Continuing to learn

We expect all members to maintain a commitment to continuing professional development (CPD) throughout their professional life.

Trainees are required to maintain a development action plan (DAP), which sets out the learning goals and priorities for the coming year. It enables trainees to plan their CPD, and meet personal, professional, and technical goals. They should add completed training, learning and development to a personal development record (PDR), which should have a minimum of 30 hours effective learning each year. Trainees are asked to provide their CPD plans and records as part of the IPD annual appraisals and at Training Agreement completion – the Training Review.

For more information on how best to plan and record your CPD, please read our CPD guidance.

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. You can find out more about IPD Online in Guidance note 10.

Development reviews

The SCE (or DE) should review the trainee's progress against the attributes submitted in IPD Online at regular intervals through each year. CPD plans and records should also be reviewed at these development meetings

The SCE may request additional reports from the trainee as a means of demonstrating experience against the attributes.

📹 *__Watch our short video on how to submit evidence on IPD Online__*

Annual appraisal

The annual appraisal is carried out by the SCE 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 SCE has access 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.

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.

📹 *__Watch our short video on how to change the date of an annual appraisal__*

The SCE has the authority to cancel a Training Agreement if they think that the trainee is not committed to the scheme or has failed to reach the required standards. In this case, the SCE should fill in the partial completion form within IPD Online to record the trainee's experience so far. Completing this form will automatically inform ICE that the Training Agreement is no longer active.

In addition to the formal requirements to meet on an annual basis, the SCE should always be available to meet with the trainee or DE to discuss and resolve any issues of concern.

Training Review

The final appraisal is a review of the entire period of training and is done by the SCE using IPD Online. This Training Review should take place as soon as all the attributes have been signed off as complete on IPD Online. The Training Review is the last stage of the Training Agreement and ensures that the trainee has:

- Achieved the attributes required for the grade of membership they're 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.

(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 SCE should agree that these requirements have been met and the SCE should complete the Training Completion form using IPD Online. The trainee or SCE 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 Agreement completion with ICE. This process may take up to eight weeks.

A Professional Review application will be rejected if the Training Agreement completion hasn't been registered with ICE.

Transferring Training Agreements between employers

If a trainee leaves an employer before completing their Training Agreement, the progress they've made should be recorded by the SCE in IPD Online as a 'partial completion'.

The trainee may then either:

- Transfer the agreement to another Approved Employer (see below)
- Transfer to ICE Mentor Supported training
- Self-manage the remainder of the IPD and, when ready, apply for a Career Appraisal

If a trainee updates their employer's address through the MyICE section of the ICE website, the Training Agreement transfer will not automatically be registered. The transfer requires a separate action by the trainee. To transfer the agreement, the trainee needs to fill out a Training Agreement

[transfer form](#) or use the [TAGSO system](#) if the Approved Employer is set up to use it.

Sources of help

Supervising Civil Engineers (SCE) and Delegated Engineers (DE)

The SCE has overall responsibility for training and will formally review progress at least once a year. Sometimes an SCE will appoint a DE to undertake regular development reviews (preferably quarterly). The SCE or DE must have regular contact with the trainee so they can mentor them effectively between the formal annual appraisals.

SCEs and DEs should be familiar with the purpose of the ICE Training Scheme and the requirements of the Professional Review, at all grades and the End Point Assessment for their apprentices. They're also expected to help the trainee prepare for the Professional Review/End Point Assessment.

The SCE is responsible for:

- Keeping up to date with the requirements of the Professional Reviews/End Point Assessments, membership and training
- Checking and approving the Training Agreement application and ensuring that the correct fee is paid
- Ensuring that trainees are have access to the ICE Training Scheme and are fully briefed on the requirements of the scheme
- Monitoring training throughout the Training Agreement and ensuring that trainees have the opportunity to achieve the attributes
- Providing written comments on the attribute experience and CPD, and carrying out a regular review (preferably quarterly) to assess and verify that the attributes are documented and achieved using IPD Online
- Carrying out the annual appraisal and recording the findings using IPD Online
- Maintaining contact with the ICE Membership Recruitment Team and briefing them on trainees' progress

The SCE may also:

- Appoint, train and manage DEs
- Carry out an interim annual appraisal or complete a partial completion using IPD Online, if the trainee is about to leave their employer

ICE's responsibilities

We have a duty to:

- Maintain central records for Approved Employers who operate the ICE Training Scheme, individual memberships and Training Agreements

- Give advice and guidance to SCEs, DEs and Approved Employer's training staff

- Provide access to an ICE Membership Recruitment Team who will:

    o Meet SCEs/DEs and trainees periodically

    o Provide opportunities for trainees to speak confidentially, if necessary, about any concerns or issues

    o Provide feedback to the SCE on trainees' progress and recommend if any action is needed

    o Register the completion of the Training Agreement after achievement of the attributes has been verified

The SCE should contact the ICE Membership Recruitment Team with any queries about training or the ICE Training Scheme.

The ICE Membership Recruitment Team is responsible for ensuring that the ICE Training Scheme is as effective as possible, in the short and long term. This involves approving and supporting the SCE, as well as monitoring the Approved Employer and trainee commitment to the ICE Training Scheme. If that commitment is lacking, ICE Membership Recruitment Team may, after due warning, recommend to the Initial Professional Development Panel that an Approved Employer   is removed from the ICE list of Approved Employers.

If a company is unhappy with the recommendation to remove them from the ICE list of Approved Employers, they can write to the Director of Membership Recruitment via cats@ice.org.uk outlining the reasons why they feel the recommendation is unjust and the steps they have taken with the local Membership Recruitment team to address any concerns. In considering the request, the Director of Membership Recruitment can make one of the following decisions: -

- Uphold the appeal and recommend to IPD Panel that the employer remain on the ICE list of Approved Employers

- Reject the appeal and recommend to IPD Panel that the employer be removed from the ICE list of Approved Employers, until such time as they are able to make a new application that

satisfies all the approval criteria, to be on the ICE list of approved Employers

If the employer is not content with the decision taken by the Director of Membership Recruitment, they may appeal to the Chair of the Initial Professional Development Panel, via cats@ice.org.uk. In considering the appeal, the Chair of IPD Panel will chose whether to uphold or reject the appeal and make the recommendation to IPD Panel accordingly. No further appeal will be accepted.

Guidance note 1: Becoming an Approved Employer to operate the ICE Training Scheme

Employers who wish to operate the ICE Training Scheme should contact their [Membership Recruitment Team](#) for advice and guidance. They should also nominate who will be their lead Supervising Civil Engineer (SCE) and identify one ICE Training Scheme Administrator (TSA) if different to the lead SCE. It's preferable that the SCE is an ICE member, although it's not essential. As well as having overall responsibility for running the scheme, the lead SCE will mentor trainees. Each SCE shouldn't be responsible for more than six trainees (or 10 if they have one or more DEs).

The SCE should:

- Want to support and develop trainees through their IPD and Professional Review/End Point Assessment
- Have a position in an organisation which allows them to help the trainee get the workplace experience they need to meet the attributes required at the level of membership they are aiming for
- Be able to influence senior people within the Approved Employer, if they're not employed by the Approved Employer for whom they act as SCE

The local ICE Membership Recruitment Team will explain how the scheme should be operated (including the use of the online processes - [TAGSO](#) and IPD Online) as well as the details of the application process. They'll also need to assess the SCE and brief them on their role and responsibilities.

Approved Employers can have as many SCEs as they want, providing that they've all been approved by the ICE Membership Recruitment Team. Additional SCEs can be added at any time but there must be at least one nominated as part of the application to become an Approved Employer

Choosing an ICE Training Scheme Administrator (TSA)

TSAs run the day to day administration of the scheme and ensure that the list of trainees registered with the Approved Employer is up to date. Approved Employers can have as many TSAs linked to the scheme as they require.

If a company joins TAGSO, one TSA needs to be identified who will be responsible for the approval and rejection of applicants' Training Agreement applications. The [TAGSO](#) system will only send emails to the nominated TSA.

Watch our short video on adding a TSA

The application

Application to become an Approved Employer to operate the ICE Training Scheme will consist of:

- An [application to be placed on the list of Approved Employers](#), including the TAGSO section where relevant
- An [application for the nominated person to become an SCE](#)
- The proposed SCE's CV and CPD records
- The TSA details including an ICE membership number (if the TSA is not a member of the ICE, they need to register on the website as a non-member)

The ICE Membership Recruitment Team will recommend to the Initial Professional Development Panel the employer to become an Approved Employer to operate the ICE Training Scheme, once they are satisfied with the application. [1]

After the application has been fully approved by the Initial Professional Development Panel, the Approved Employer will receive a certificate to show they've been added to the list of Approved Employers. Approved Employer status normally lasts for five years (subject to changes in our membership process), at which point the Approved employer can seek reapproval to continue to operate the ICE training scheme. [2].

When the employer has received communication from ICE that they are now an Approved Employer, SCEs enter into a Training Agreement with trainees, which is then registered with ICE.

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[1] In a situation where an employer believes they should be recommended as an Approved Employer and has not been able to reach agreement with the local Membership Recruitment team, they can write to the Director of Membership Recruitment via cats@ice.org.uk outlining the reasons why they believe a positive recommendation should be forthcoming and the steps they have taken with the local Membership Recruitment team to address any concerns. The Director of Membership Recruitment will investigate and advise (a) whether there are grounds to proceed with a positive recommendation or (b) whether the employer needs to undertake further steps to be able to meet the requirements. If the employer is not content with the advice given by the Director of Membership Recruitment, they may appeal to the Chair of the Initial Professional Development Panel, again via cats@ice.org.uk. In considering the appeal, the Chair of IPD Panel will chose whether to uphold or reject the appeal and make the recommendation to IPD Panel accordingly. No further appeal will be accepted.

[2] In a situation where an employer believes they should be recommended to remain as an Approved Employer and has not been able to reach agreement with the local Membership Recruitment team, they can follow the same appeal steps for an initial application. See above.

Guidance note 2: Setting up a Training Agreement

The Training Agreement is a formal agreement between the trainee and the Approved Employer. It sets out the responsibilities of the trainee and employer and the commitments they make to the training.

Each Training Agreement between an SCE and trainee must be registered with ICE and is subject to a one-off non-refundable registration fee (please see fees page our website).

Before entering into a Training Agreement, the SCE should ensure that the trainee is a Student or Graduate Member of ICE. They should also check that they have, or are working towards, the required academic qualifications for the grade of membership they hope to achieve.

If there's any doubt over the accreditation of a qualification then please check with our Education Department aqp@ice.org.uk or apply for an Academic Assessment. The ICE Training Scheme covers all grades of membership.

Before applying for a Training Agreement, trainees should check:

- That their employer and SCE have been approved by ICE
- That their employer is willing to register them onto the ICE Training Scheme and willing to provide an SCE
- If their employer is signed-up to our Training Agreements Online (TAGSO) system (see guidance note 8)

Trainees can apply for a Training Agreement online – through TAGSO or by submitting an application form depending on the system used by their employer.

Trainees must put their work address and work email address on the application form and ensure that it is updated on the MyICE website.

The trainee will receive an email, which is copied to the SCE, confirming that the agreement has been registered. They can then start recording their experience using IPD Online. These records will also be available to their SCE, TSAs, DEs and TPAs (where applicable).

If the SCE decides to appoint a Delegated Engineer (DE), the trainee will need to get the DE's ICE membership number and register them in IPD Online. If the DE is not an ICE member, they'll need to get a non-member number by registering on our website.

The SCE should brief the new trainee on the requirements of the ICE Training Scheme and any

additional employer requirements. They should also devise an outline training plan and explain the importance of continuing professional development (CPD) plans and records. Any experience that the trainee has gained before the ICE Training Scheme can also contribute to their IPD.

When a new trainee transfers from another employer, the SCE should review the training record within IPD Online, including any partial completion. If there are any gaps in the training record these should be explained and documented. This may require contact with the previous SCE and additional meetings between the SCE and the trainee. These meetings may be recorded as an annual appraisal using IPD Online or referenced under an attribute.

Trainees must be ICE members for the duration of the Training Agreement. If membership is cancelled (for example, following non-payment of subscriptions) the agreement will also be cancelled, and will not be automatically re-instated when the payment is made.

Guidance note 3: Your role as a Supervising Civil Engineer (SCE)

The SCE is personally and professionally accountable to ICE for carrying out their responsibilities under the ICE Training Scheme. You are responsible for controlling, coordinating and planning the trainee's initial professional development, and for making sure they get the necessary understanding, knowledge and experience to meet the attributes at the level for which they are aiming.

Even though they may have been nominated by their employer, SCEs are primarily responsible to the profession. Therefore, you must be in a position to manage conflicts between the needs of the employer and the needs of the trainee to achieve the attributes, and to ensure sufficient resources are available for training.

You're the key to balancing the needs of the trainee and the demands of their workload.

You and the DE should aim to get the best out of the trainee by:

- Creating an environment of reflective learning, and giving the trainee feedback
- Continuously challenging them to achieve more
- Making sure their existing skills are used in a cost-effective way
- Identifying opportunities which are mutually beneficial and rewarding
- Making trainees feel secure in tackling demanding new roles
- Providing support and encouragement

As their SCE, the trainee should see you as a role model and emulate your professional behaviour. You must be approachable, accessible, and actively interested and committed to the trainee's development.

You have to show ICE evidence of the trainees' development, and are responsible for:

- Understanding the aims of the training and being familiar with the criteria of the ICE Professional Review/End Point Assessment
- Fulfilling the requirements of the ICE Training Scheme and, in particular, knowing how the attributes are likely to be achieved within the Approved Employer organisation
- Validating continuing professional development (CPD) plans and records. This involves assessing the benefits that have been gained, not merely certifying attendance

Unless you're well supported by a system of DEs, you shouldn't be responsible for more than six

trainees. If you appoint one or more DEs, you can be responsible for up to 10 trainees. Generally, the DE provides day-to-day support for the trainees and helps them to achieve their potential. DEs are normally responsible for carrying out a progress review every three months, assessing progress in IPD Online against the attributes and assessing CPD plans and records. DEs are required to report back to SCEs on a regular basis

📹 *Watch our short video on reviewing evidence*

As well as supporting your trainees, you have a responsibility to help anyone who needs advice and guidance on achieving professional qualifications and membership of ICE.

Monitoring

The trainees' progress should be reviewed approximately every three months. This can be carried out by either the DE or SCE. Progress towards achieving attributes must be recorded using IPD Online. The trainee's record of attributes within IPD Online is a working document and should include comments from their SCE or DE as appropriate. It's not included in the Professional Review/End Point Assessment application.

You must formally review each trainee's progress at least once a year. This annual appraisal should assess past performance and plan for the future. The review should:

- Assess progress and performance against the attributes within IPD Online
- Assess the trainees' CPD plans and records. This includes checking that a sufficient amount of CPD has been undertaken, that a good mix of topics have been covered and that the full benefit of the training has been achieved (min 30 hours effective learning each year)
- Review training and development needs for the future
- Assess the effectiveness of the support and mentoring roles provided by others, such as DEs
- Plan the next steps

You must record the outcome of the annual appraisal discussion using IPD Online. The record should not simply list activities or include bland statements such as "a satisfactory year".

The SCE should address the wider issues of the trainee's experience and knowledge, encouraging them to see the 'bigger picture' – developing the required attributes as well as scrutinising how the trainee claims to have achieved them. If any gaps occur in the training, you should record them on IPD Online and explain why they've occurred. You should also make sure that each year of the

Training Agreement is accounted for. This will help complete the training record.

Training Review

Once you're satisfied that the trainee has completed their IPD, you need to complete the Training Agreement Completion section within IPD Online.

The local Membership Recruitment Team should then be informed by the trainee or SCE so that they can confirm the completion of the Training Agreement. Often the trainee meets the Membership Recruitment Team before the Training Agreement is registered as complete – it can take up to eight weeks for this process.

Once the Training Agreement is complete, you should continue to advise and support the trainee as they prepare for the Professional Review or End Point Assessment for apprentices. You should review the trainee's submission documents and help them prepare for the Professional Review/End Point Assessment. Usually, SCEs also sponsor their trainee's Professional Review/End Point Assessment application.

Transfer of Training Agreement

If a trainee leaves their Approved Employer part way through their Training Agreement, you should complete a partial completion within IPD Online. This records the trainee's progress and will help whoever supports or assesses them in the future. It also notifies ICE that the trainee is leaving their Approved Employer.

If the trainee then joins another ICE Approved Employer, they can transfer their Training Agreement through Training Agreements Online (TAGSO) or by filling in a Training Agreement transfer form.

Becoming an SCE

If you'd like to be an SCE, you should complete an application form and send it, together with a CV and CPD records, to your Membership Recruitment Team, who will arrange a meeting or briefing session to explain the role, and will also assess your application.

You'll receive an email which lets you know you've been approved. Your trainees can apply for a Training Agreement (see guidance note 2).

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

- keep up to date with best practice and changes in the ICE Training Scheme requirements. 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 CPD requirements, so you should lead by example

SCEs should ensure that DEs remain capable of carrying out their role (as listed above)

Change in SCE circumstances

- If you leave your employer, you will be removed from their list of SCEs after six months and access to IPD Online will also be removed.
- If you don't have any trainees for three years or more, you are advised to contact your local Membership Recruitment Team prior to accepting any new trainees. This will ensure you are fully up to date with the current requirements for your role
- If you move to a different Approved Employer who wishes you to carry out the role of SCE, then a new SCE application will be required

Guidance note 4: Your role as a Delegated Engineer (DE)

Delegated Engineers (DE) carry out routine reviews of a trainees' progress towards achieving the attributes. The DE is responsible for the day-to-day mentoring of the trainee within the structure defined by the ICE Training Scheme and the SCE.

The SCE is responsible for choosing DEs and should make sure all DEs are fully briefed and trained for the role. DEs are particularly useful where there are a large number of trainees or where the trainee and SCE are not in the same location.

The SCE divides those responsibilities which can be delegated between themselves and the DE. Generally, as a DE, you will support and mentor the trainee from day to day, to help them achieve their potential. In many cases, you'll carry out regular development reviews (preferably quarterly) to assess the trainee's progress against the attributes, review the entries they have made in IPD Online and record your assessment using IPD Online. You should also review and comment on their CPD plans and records.

 Watch our short video on reviewing evidence

You should be available and accessible to trainees and show interest and commitment to their development. Your role is to guide, inspire and assist the trainee through their initial professional development.

The SCE is responsible for formally assessing the effectiveness of the training and the development of the trainee against the attributes. This is done in IPD Online following annual appraisals and the Training Review, which takes place at the end of the agreement.

The trainee should see you as a role model and emulate your professional behaviour. You must be approachable, accessible and actively interested and committed to the trainee's development.

Appointment of a Delegated Engineer

DEs are appointed by the SCE and the trainee registers their DE on IPD Online. To do this they will need your email address and membership or non-member number. If you aren't an ICE member, you can get a non-member number by registering with MyICE.

The SCE is responsible for briefing you and making sure you are up to date with changes in ICE requirements. However, you're welcome to attend any SCE and mentor briefings that we provide.

Guidance note 5: Your role as a trainee

The ICE Training Scheme helps you get the experience you need to become a professionally qualified member. You need to record your experience against the ICE attributes that are relevant to the level of membership you want to apply for.

Your Supervising Civil Engineer (SCE) – possibly assisted by a Delegated Engineer (DE) – will guide you through the ICE Training Scheme. You can find out more about their roles in guidance notes 3 and 4.

Having an SCE is one of the main advantages of using the ICE Training Scheme, because you have someone to guide you and to call on for advice. The SCE can also make sure you get the experience you need at work and can help you plan what you need to do next.

You should also aim to meet with your ICE Membership Recruitment Team at least twice during the course of your Training Agreement. They'll discuss your progress and provide any advice and guidance you may need.

Gaining experience

It's a good idea to draw up an outline training timetable with your SCE. However, this will need to be regularly reviewed to reflect when opportunities to complete training in the workplace arise. The ICE Training Scheme works best if you and the SCE set effective goals and monitor your progress.

If you've gained some relevant experience before starting the Training Agreement, you can put it towards achieving the attributes, by recording it in IPD Online. Your SCE will validate the evidence.

Watch our short video on how to submit evidence on IPD Online

You can expect to be supervised, instructed and guided in your work by experienced engineers. They'll help make sure that the training opportunities you get contribute to projects in the workplace as well as the achievement of the ICE attributes.

However, you must take the initiative with your training. For example, if you think you need more experience to complete a particular attribute, it's up to you to speak to your line manager or SCE to arrange it. If you can't get the experience you need within the department you work in, you could be seconded to a different department or another suitable organisation, as long as it's been approved by your SCE or DE.

You should record what you've done and learnt against the attributes using IPD Online. You can provide your SCE and DE with additional evidence by attaching it to your IPD Online entries.

Continuing professional development (CPD)

You'll learn a lot very quickly at the start of your career so it's important to start recording it as CPD as soon as possible.

You're expected to take advantage of all CPD opportunities and to find other ways to develop, beyond the minimum requirements. These could include promoting corporate strategy and helping raise the profile of civil engineering as a profession – by visiting local schools and universities, for example. You can discuss and plan this with your SCE or DE. Activities outside of work (or even outside civil engineering) can also contribute to CPD.

You are required to maintain a development action plan (DAP), which sets out the learning goals and priorities for the coming year. You should add completed training, learning and development to a personal development record (PDR), which should have a minimum of 30 hours effective learning each year. You must provide up to date CPD plans and records as part of the IPD annual appraisals and at Training Agreement completion – the Training Review.

Development reviews

You should meet with your SCE or DE regularly (preferably quarterly). For them to assess progress against the attributes. You should also record the experience you've gained against the attributes using IPD Online. Your SCE and DE will have access to this system and will be able to assess your achievements as you go. Your Membership Recruitment Team will also be able to review your progress.

Annual appraisal

The annual appraisal is a formal assessment of your progress during the previous year and must be carried out by your SCE. The discussion will be based on your IPD Online records of attribute evidence and supporting documents you may wish to use. The annual appraisal should include:

- Detailed evidence of how you've achieved the attributes – demonstrated in IPD Online and reviewed by the SCE (or DE if appointed)
- Development action plan and personal development record for CPD (min 30 hours effective learning each year)
- Photographs, illustrations, examples of your own work and other material, which is helpful to recall experience

The purpose of the appraisal is to help you:

- Monitor and recognise the development of specific attributes
- Identify and explore ways to fill gaps in your experience or expertise
- Discuss ways you can contribute to your organisation and the profession
- Monitor and plan progress towards completion of your Training Agreement and Professional Review/End Point Assessment

Training Review

Once your SCE is satisfied that you've achieved the required attributes, your Training Agreement completion can be recorded on IPD Online following a Training Review. You'll then need to contact your Membership Recruitment Team so that they can review and register the completion of the Training Agreement.

The format of this final review will depend on your personal circumstances. Your SCE will use professional judgment to decide whether you've completed the Training Agreement to the required standards. You'll then need to contact your Membership Recruitment Team so that they can evaluate your experience and verify your Training Agreement completion. You should allow up to eight weeks for this review.

As well as an overall review of your achievements, the Training Review with your SCE, should be used as an opportunity to plan for the forthcoming Professional Review/End Point Assessment. Your SCE should advise you on your submission, review your documents and might also carry out a 'mock interview' as practice.

Guidance note 6: The role of the Membership Recruitment Team (MRT)

The role of the MRT is to support SCEs and DEs and assess performance of the Approved Employer operation of the ICE Training Scheme. By making regular contact with the MRT, SCEs and DEs can keep up to date with developments and changes to ICE requirements and processes.

MRT should meet with SCEs, DEs and trainees every one to two years. The format of the meeting should be agreed between the MRT and SCE in advance. The discussion and assessment will be more beneficial if training records are up to date and there is access to IPD Online during meetings.

As well as looking at the progress of individual trainees, the MRT will assess how effectively the Approved Employer is operating the ICE Training Scheme. They'll also give advice and guidance as well as more formal briefings if needed.

MRT also have a formal role to:

- Recommend (to the Initial Professional Development Panel) Approved Employers to operate the ICE Training Scheme and recommend them for reapproval to continue to operate the ICE Training Scheme. Approval of the employer lasts for up to 5 years
- Recommend approval SCEs (to the Initial Professional Development Panel)
- Confirm completion of Training Agreements, once they have been signed off as complete by the SCE

Trainees can find out their MRT contact details using the near you pages on the ICE website and can get in touch with them at any time.

Guidance note 7: Your role as the ICE Training Scheme Administrator (TSA)

The role of the TSA is to support trainees, SCEs and DE on the ICE Training Scheme. You will be able to ensure the records of the ICE Training Scheme are correct and relevant.

The online system will show all your organisation's active trainees on the scheme, their SCE, DE, and the trainee's progress.

📹 *Watch our short video on the role of a TSA*

Becoming a TSA

All TSAs can link additional TSAs to the scheme within the online system. If a new TSA is not a member of the ICE, they will need to register as a non-member on the ICE website.

📹 *Watch our short video on how to register as a non-member*

Once they have completed this, they will need to register their work details on the website by clicking on 'MyICE/Manage Membership'.

Once a new TSA has a registration/membership number and updated their work details, they can be added as a TSA onto the scheme by another TSA by clicking on the 'Add/Remove TSA' button on IPD Online.

📹 *Watch our short video on how to add or remove a TSA*

All TSAs can remove each other from the scheme as required.

Removing a trainee

If a trainee has left the Approved Employer or decided to complete their IPD through a different route, please ask their SCE to complete the partial completion form on IPD Online. This will remove them from the ICE Training Scheme.

Removing a SCE

Please contact cats@ice.org.uk to make any changes to SCEs on your scheme.

Creating groups and reports

TSAs have the ability to sort their company trainees into groups and download reports on trainees.

📹 *Watch our short video on how to create groups*

📹 Watch our short video on how to create reports

TSAs can also look at a trainee's record to see their progress, view their evidence and recent activities

📹 Watch our short video on how to access a trainee's record

Read Only TSA

Some TSAs may only need to be able to view the information on IPD Online and not create or edit groups. To make a Read Only TSA, please email cats@ice.org.uk with the name of the TSA and their membership number and we will add them as read only.

TAGSO

Where a company is registered to use TAGSO, the company will nominate one TSA who approves and rejects Training Agreement applications. Only the nominated TSA will receive email requests from TAGSO.

TAGSO is not linked to the IPD Online system.

Guidance note 8: The role of an apprenticeship Training Provider Administrator (TPA)

A TPA is a nominated person from an apprenticeship training provider (university or college) who can access IPD Online for a high-level overview of apprentice progress against attributes, registered on their courses. The do not have the facility to drill down into individual records and attribute evidence.

The role of a TPA is to support apprentices whilst they are using IPD Online and to ensure that all apprentices are on track with the work-based component of their apprenticeship. The online system will show all trainees who have registered for IPD Online through their employer and are also on an apprenticeship course.

Becoming a TPA

Initial requests to add a TPA should be sent via email to cats@ice.org.uk. TPAs can add additional TPAs from their training provider within the online system. If a new TPA is not a member of the ICE, they will need to register as a non-member on the ICE website.

Watch our short video on how to register as a non-member

Once a new TPA has a registration/membership number and updated their work details, they can be added as a TPA onto the scheme by another TPA by clicking on the Add/Remove TPA button on IPD Online

Watch our short video on how to add or remove a TSA

Removing an apprentice

It is an individual member's responsibility to ensure their qualification records are up to date. If an apprentice is no longer studying at your university/college, please email cats@ice.org.uk.

Guidance note 9: Associated documents and systems

TAGSO

Training Agreements Online (TAGSO) is a fast, efficient and paperless system which you can use to administer ICE Training Schemes online. It also has a convenient automated payment method. TAGSO is not linked to the IPD Online system.

Approved Employers nominate one TSA to act as the TAGSO administrator when they apply to become an Approved Employer. This person will be responsible for approving/rejecting Training Agreement applications from trainees and initiating the direct debit payment. Only the nominated TSA will receive emails from TAGSO. This person can either be an SCE or another member of staff – for example, someone responsible for training or HR.

Trainees can register on the scheme quickly and conveniently online.

To find out more about TAGSO contact your MRT by emailing membership@ice.org.uk or calling +44 (0)121 227 5948.
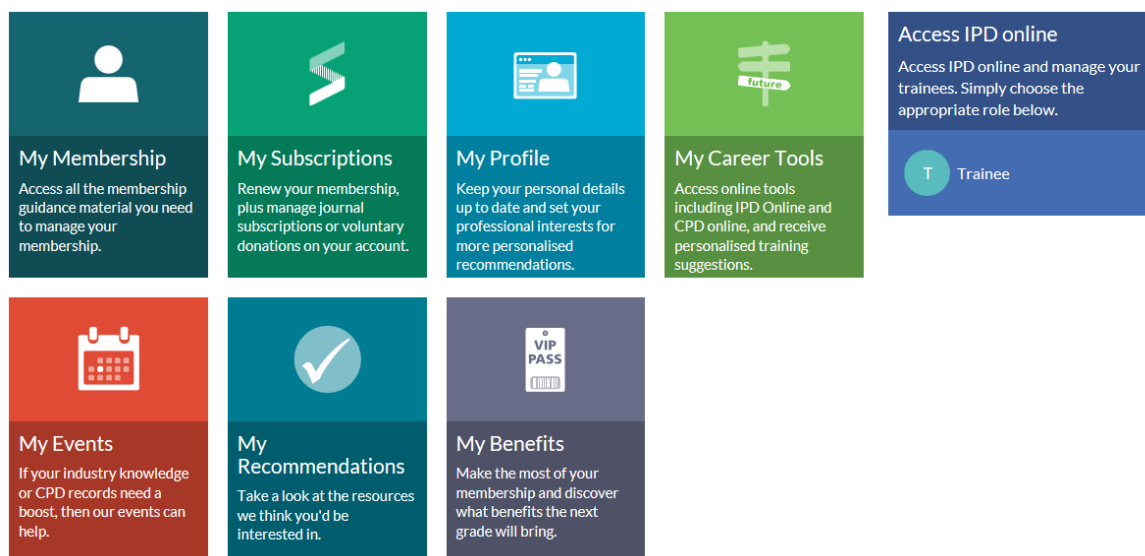
IPD Online

IPD Online enables recording and assessment of a trainee's progress through their IPD. Trainees record their experience against each attribute and upload documents to provide supporting evidence. These might include reports, photos, drawings and other documents created during the course of their work.

SCEs and DEs can review their trainee's records and sign off elements of experience as the trainee achieves attributes levels. TSAs can review trainees' records but cannot edit or sign off the record. MRT also have access to trainee's records to help them review progress and register completion of Training Agreements. TPAs do not have access to trainee attribute evidence, just the high level progress of the attributes.

Guidance note 10: Getting started on IPD Online

Access IPD Online by logging into MyICE. The IPD Online panel will list the roles that apply to you. Select the role you want to use.

Trainees

The first time you use IPD Online you will be prompted to fill in a short form to tell us the grade you are aiming for. If you have a DE, you should provide their membership number and email address here.

As soon as you've completed this form you can start to use IPD Online.

📹 *Watch our short video on how to register to use IPD Online*

Please note

If you access IPD Online and you find that there is an option to enter a mentor's details but not a Supervising Civil Engineer, then you will need to find your company on the Approved Employers search and see if they are an Approved Employer and TAGSO enabled. If they are both, then you can apply via TAGSO (remember to sign in first). If your company is an Approved Employer but not TAGSO enabled you will need to fill in the Training Agreement application form, pay the non-refundable registration fee and return your form to cats@ice.org.uk.

SCEs

If you want to become an SCE, please fill in our SCE application form and arrange a meeting with your Membership Recruitment Team.

Once you're approved as an SCE, you don't have to register to use IPD Online. Access the tool through MyICE and you will see a list of your trainees. You can look at their IPD attribute records straightaway.

DEs

When a trainee registers you as their DE you will receive an email prompting you to accept them as your trainee by clicking on a link in the email. Once you've accepted your first trainee, you'll be able to access IPD Online through MyICE.

If you have more than one trainee, you'll receive an email for each of them.

TPAs

Other TPAs can add you to the system, as long as you have an ICE membership number or have registered as a non-member on the ICE website (and filled in your work details). Once you are a TPA on the system, you will be able to view all the active apprentices in the university/college.

TSAs

Other TSAs can add you to the system, as long as you have an ICE membership number or have registered as a non-member on the ICE website (and filled in your work details). Once you have been added to the system by another TSA you will have a full view of all active trainees on the ICE Training Scheme.

More information

You can find helpful videos and documents on our website here.

If you need any help, please contact your Membership Recruitment Team.

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 (IPD) and at the Professional Review. Our attribute videos illustrate examples of the sort of experience you might use.

Delegated Engineer (DE)

An individual (normally a professionally qualified ICE member) who has been given responsibility, by a Supervising Civil Engineer, to mentor trainees on a day-to-day basis. The DE may not necessarily be the trainee's line manager. For trainees seconded to another organisation, this will be an individual who has at least as much responsibility as the trainee's line manager.

ICE Approved Employer

Organisations which have been approved by ICE to operate the ICE Training Scheme. The Approved Employer provides their trainees with the opportunity and support to gain the knowledge and experience they need to complete their IPD via the ICE Training Scheme.

Membership Recruitment Team (MRT)

ICE employees, who provide guidance on becoming professionally qualified with ICE. They also help set up and monitor Approved Employers to operate the ICE Training Scheme, recommend Supervising Civil Engineers (SCEs) for approval, and verify the completion of Training Agreements.

ICE Training Scheme

A structured training programme used by employers to help trainees get the experience and skills they need to meet the attributes for IPD completion and ultimately qualify as professional engineers. An important part of the scheme is the mentoring trainees get from a Supervising Civil Engineer (and a Delegated Engineer if applicable), who is provided by their employer. Trainees' progress on the scheme is recorded and measured using IPD Online.

Initial Professional Development (IPD)

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

For trainees on an ICE Training Scheme, IPD is recorded and assessed using IPD Online.

Supervising Civil Engineer (SCE)

An individual approved by ICE and provided by an Approved Employer to mentor trainees. They will preferably be a professionally qualified ICE member, but it's not mandatory. They will have a good understanding of the process and standards needed to become professionally qualified with ICE, and an active level of personal contact with the trainee. They also make sure trainees get the experience they need.

TAGSO (Training Agreements Online)

The system Approved Employers use to administer the ICE Training Scheme. It provides the Approved Employer with data on all their trainees and SCEs and is used by trainees to apply for a Training Agreement.

Trainee

An individual who develops and trains under an ICE Training Agreement, and in accordance with the ICE Training Scheme via an Approved Employer.

Training Agreement

A formal agreement between an Approved Employer and a trainee. The Approved Employer agrees to provide support and experience so that the trainee can complete their IPD. The trainee agrees to work diligently to gain experience and document it as required by the ICE Training Scheme and their Supervising Civil Engineer.

Training Provider Administrator (TPA)

An individual from an apprenticeship training provider who can view the progress of apprentices on a course at their university/college.
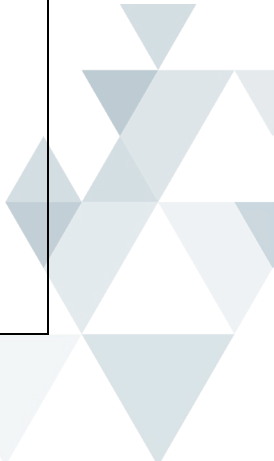
ICE Training Scheme Administrator (TSA)

The administrators of the ICE Training Scheme. A TSA could be anyone who is required to have an overview of the company's trainees including SCEs, HR Managers or Learning and Development Managers.

Appendix B – Employer-specific training requirements

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

ice
Institution of Civil Engineers