

# Accredited Company Training Schemes

Developing your chemical  
engineering talent



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# Developing your chemical engineering talent



IChemE Accredited Company Training Schemes (ACTS) are widely recognised, peer-reviewed, Initial Professional Development (IPD) programmes. They provide assurance that the training delivered by an organisation will equip a graduate trainee with the skills and competencies required to become a Chartered Chemical Engineer.

IChemE supports the development of structured programmes that enable staff to deliver your business objectives and achieve their professional goals.

IChemE accredited graduate training partners:



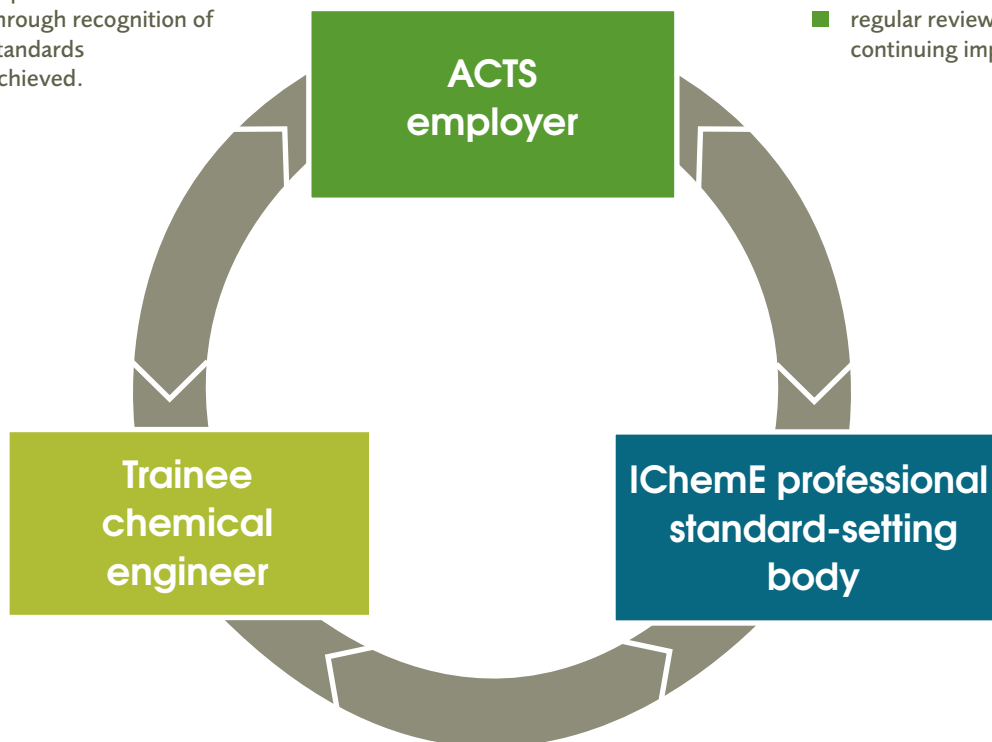
Correct as of May 2023.

# Why offer an Accredited Company Training Scheme?

- increased competitiveness through an incentivised, more motivated chemical, biochemical and process engineering talent pool;
- enhanced recruitment and retention via your visible commitment to qualifications and Continuing Professional Development (CPD);
- your graduate training scheme benchmarked alongside those of leading chemical engineering employers;
- fast-track your chemical and process engineers to coveted Chartered Engineer status;
- recognition and continuing support from IChemE, the leading professional qualifying body advancing chemical engineering's contribution worldwide for the benefit of society.

## A relationship which delivers competitive advantage

- confidence that company training meets the standards required by the profession
- improved graduate recruitment
- improved staff retention through recognition of standards achieved.
- professional accreditation of company training scheme
- recognition of company commitment to the profession
- regular review cycle to fuel continuing improvement.



- improved quality of the talent pipeline
- increasing pool of Chartered Chemical Engineers
- advancing professional standards and innovation.

# What's involved?

An IChemE Accredited Company Training Scheme (ACTS) is a flexible, continuing partnership between your organisation, your chemical engineering graduate trainees and IChemE. It demonstrates a common aspiration to maintain the highest professional standards.



**Apply** – Complete application form and submit proposed training documents

**Assess** – IChemE assessor site visit, staff interviews and report

**Review** – IChemE review of ACTS application and assessor report

**Approval** – Application approved and certificate awarded

The proposed scheme must offer the depth and breadth required to meet the competency requirements for Chartered Chemical Engineer status. For further information visit: [www.icheme.org/chartered](http://www.icheme.org/chartered)

## Accreditation requirements

Accredited company training scheme providers are required to:

- provide a list of trainees enrolled on the scheme and ensure that their IChemE membership is maintained;
- provide adequate resources including qualified mentors to support the trainees\*;
- ensure adequate resources are provided to support the scheme;
- arrange secondment opportunities if trainees are unable to gain the breadth and depth of experience required to meet the qualification standards in-house;
- ensure best practice is shared internally;
- make arrangements for annual IChemE membership presentations to relevant staff; and
- subscribe to a robust code of ethics in line with IChemE's Code of Professional Conduct and have procedures in place for dealing with departures from ethical standards.

## Multi-national/multi-site applications

Where a training scheme is specific to a site, division or region; accreditation only covers graduates based at that location and registered on that scheme.

ACTS can be used to train graduates anywhere in the world provided that:

- IChemE has assessed that trainees are following a common training scheme;
- the scheme has a single management structure;
- it is adequately resourced.

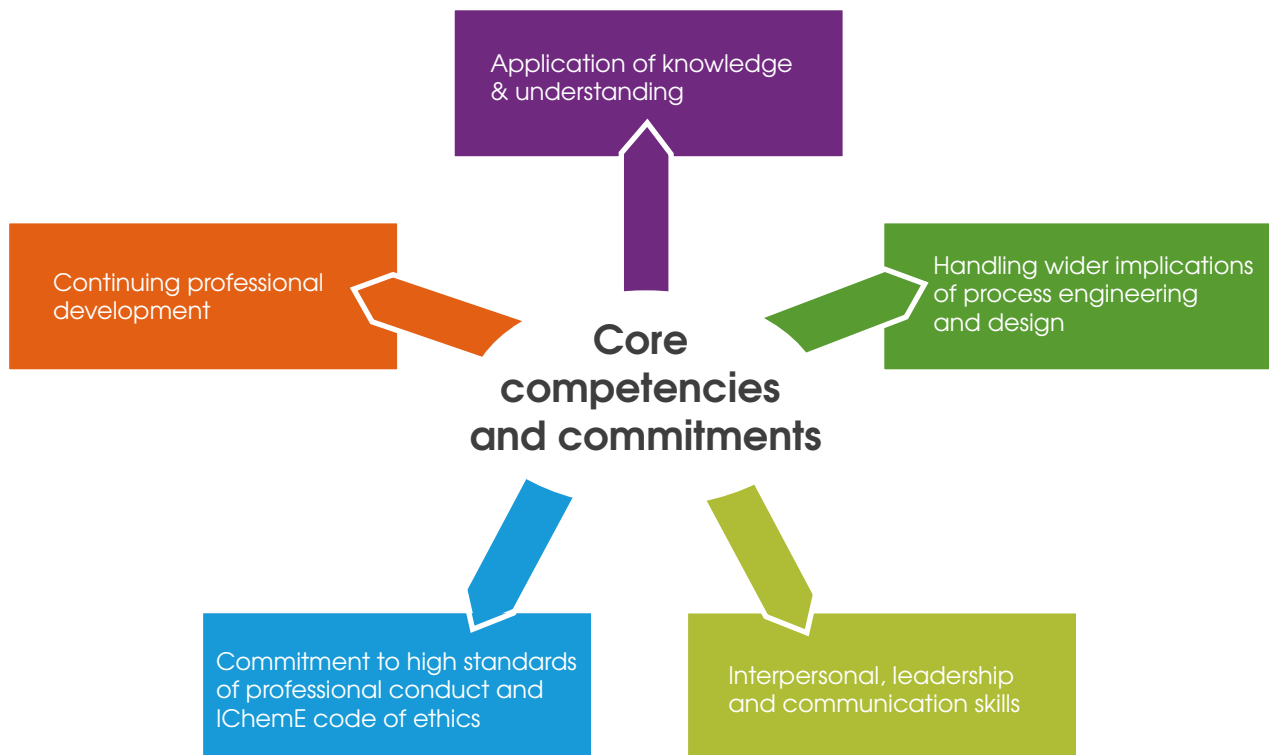
For further details of ACTS accreditation and reaccreditation fees contact: [acts@icheme.org](mailto:acts@icheme.org)

\*mentors should preferably be Chartered Members.

# How does it work?

An ACTS provides participants with the training and experience needed to progress smoothly to Chartered Chemical Engineer status.

The essential components of an IChemE ACTS are:



For further details about getting Chartered visit: [www.icheme.org/chartered](http://www.icheme.org/chartered)

IChemE can visit your company to present an overview of what's involved in securing an ACTS.

For more information and to request a visit contact: [acts@icheme.org](mailto:acts@icheme.org)

# Setting up and managing a scheme

## Stage 1 Initial application

Your application must include full descriptions of roles and responsibilities and a detailed organisation chart. It also requires personal details of all trainees and mentors, including their IChemE membership numbers.

Supporting documentation must show training and competence outcomes mapped against the relevant qualification requirements. In addition, it should provide evidence of processes and procedures that support IChemE's Rules of Professional Conduct.

The application form and training documents should be submitted to IChemE in advance of a planned assessment visit, thereby allowing the assessment team sufficient time to review the documentation.

## Stage 2 Assessment

The assessment visit will be carried out virtually due to current COVID-19 restrictions. At present it is preferred that a physical assessment is conducted thereafter. However, this will be dependent on the COVID-19 restrictions at that time and the UK Government's advice on safe travel.

The assessment visit is carried out by at least two assessors and can normally be completed in a single working day. The assessment verifies that the processes described in your company training documentation support trainees working to achieve Chartered status.

Discussions with trainees and mentors may take place via video-conferencing facilities.

## Stage 3 Review

The assessment team will provide feedback in the form of a written report for review and discussion prior to submission to IChemE. They may recommend:

- accreditation for up to two years for companies new to ACTS (may include recommendations to further enhance the scheme);
- accreditation for up to four years (generally for companies seeking reaccreditation); or
- deferral with mandatory actions to be implemented prior to a second visit and further review.

## Stage 4 Approval and annual review

Once approval has been granted, the scheme manager (see page 9) must complete an annual report and advise IChemE of any changes to the scheme, including any changes to registered trainees and/or mentors.

## Securing reaccreditation

Programmes must be reaccredited every four years. Consequently, the scheme is subject to periodic review and reaccreditation within a two to four year cycle.

The reaccreditation process ensures that the training scheme documentation is up to date, the scheme is running effectively, the trainees are adequately supported, and the recommended changes to the scheme (if any) have been applied.

Scheme managers are contacted prior to the accreditation expiry date and should provide:

- a copy of the current training scheme documentation;
- a mutually agreeable date for the reaccreditation visit;
- application forms and payment.

IChemE may withdraw accreditation should the scheme fall below the standard required.

# Documentation overview

The ACTS documentation is a set of management information detailing all operational aspects of the training scheme.

The ACTS documentation:

- defines roles and responsibilities;
- ensures a structured approach to training and development;
- captures all training and development opportunities available within the company;
- provides a framework to reveal gaps in current training provision and/or aspects of training which are not already formally documented;
- defines development opportunities such as transfers and secondments.

It also details the competencies that should be developed through various training activities, sets out expectations, and secures commitment from all parties by highlighting the benefits that the scheme offers to the trainee and company. The expectations of the trainee are also clearly defined.

The process and time required to set up an ACTS will depend on the training and competency development systems already in place within your company. The application process will involve capturing what is already happening around your business, establishing how these opportunities enable trainees to build their competence, and how they are aligned to the requirements for IChemE's professional qualifications.

IChemE recommends that trainees record all work experience and training undertaken on the scheme (via the *mycareerpath* online CPD tool or a suitable in-house equivalent) to help identify potential areas for improvement. Keeping a log of their experience will also help when applying for Chartered Member (MIChemE) and Chartered Chemical Engineer status.

Members can access *mycareerpath* at [www.icheme.org/cpd](http://www.icheme.org/cpd)





# Preparing your ACTS documentation

## Step 1

### Securing company commitment and individual involvement

In order to work well, your ACTS requires buy-in and commitment from several different stakeholders. Effective development and long-term management of a scheme can be achieved by engaging with all parties and securing their support at an early stage.

#### Top Tip

Organise brainstorming sessions and ask individuals to gather relevant information from around your business. Be sure to include recent graduates, placement students, line managers, mentors, human resources and/or training and development personnel.

## Step 2

### Mapping competencies

The ACTS training documentation must clearly demonstrate that your training and work experience provision is mapped to the requirements for Chartered Chemical Engineer competencies.

#### Top Tip

Your scheme content should build upon your current training provision and include evidence of:

- formal training (mandatory and optional);
- placements and secondments;
- shadowing internal technical experts;
- key types of project work;
- internal competence management and appraisal;
- mentoring or coaching provision;
- opportunities for further learning.

## Step 3

### Preparing training documentation

Your ACTS arrangements and supporting documentation should include the following:

- general objectives of the scheme;
- an outline of the training activities planned; and
- roles and responsibilities of all parties involved.

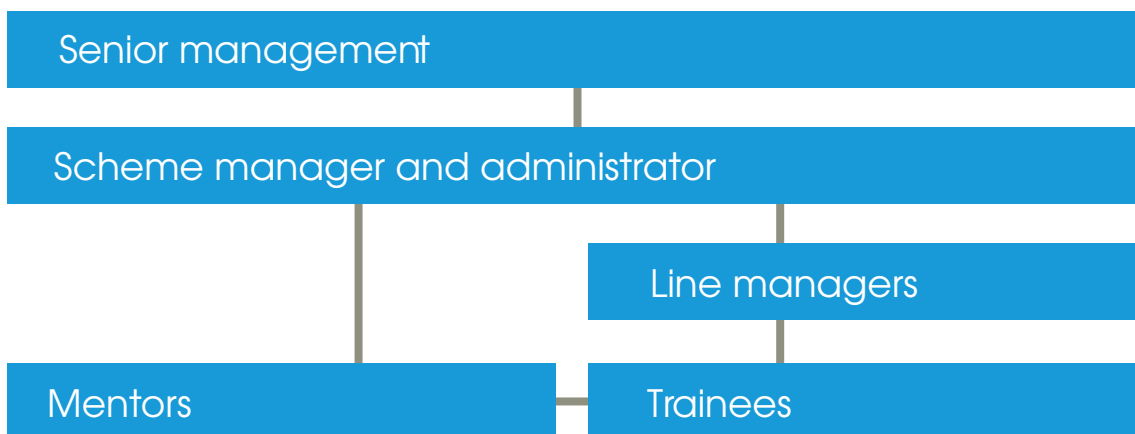
#### Top Tip

Ask to see sample documentation from a company with an existing ACTS  
Note: the companies have consented to share this good practice.

For further guidance, visit: [www.icheme.org/acts](http://www.icheme.org/acts) or contact: [acts@icheme.org](mailto:acts@icheme.org)

# Key roles and responsibilities

## Roles and relationships for an effective ACTS



It is important to identify the following roles within the context of your existing organisation:

### Senior management

All senior management should be fully involved with the scheme. They must be committed to investing in your process engineering function and improving professional standards through accredited training.

### Scheme manager

The named individual with responsibility for managing and maintaining the scheme. They monitor the trainees' career progress, vouch for the competence of all those who are involved with scheme and arrange allocation of technical coaches – preferably from within your process engineering function. Ideally, coaches should not be line managers.

### Scheme administrator

The named individual with responsibility for ensuring that documentation is up to date and submitted to IChemE via the scheme manager in a timely manner. This role may be undertaken by the scheme manager or by another designated individual performing a central competence development function.

### Line manager(s)

The manager to whom the trainee reports. Line managers are responsible for setting goals and regularly reviewing against their personal development plan. They may revise the development plan and are responsible for assigning technical coaches. Line managers should be sensitive to the trainee's professional development needs.

### Mentor(s)

Experienced senior engineers (ideally Chartered Members) from outside the trainee's immediate team with strong links with your senior management team to ensure trainees have sufficient depth and breadth of experience drawn from around your business. Mentors should be encouraged to become IChemE Initial Professional Development Assessors and/or Professional Reviewers. The additional experience that these volunteer roles offer will prove invaluable to the ACTS employer.

Note: The line manager cannot be the mentor.

### Trainee(s)

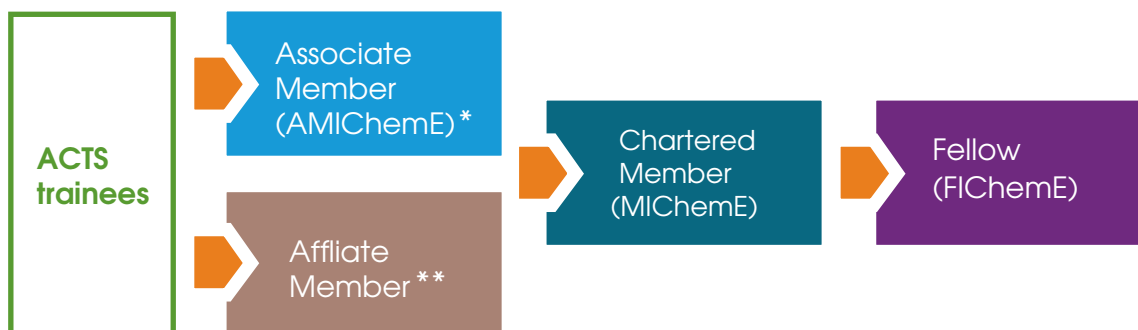
All trainees must be members of IChemE to be enrolled onto the scheme. Typically graduate engineers or development engineers aim to become Chartered Chemical Engineers. Trainees record achievements and plans for progression against a personal development plan. The ACTS should equip them with the necessary experience to develop their competences in order to qualify as Chartered Chemical Engineers.

For further guidance contact: [acts@icheme.org](mailto:acts@icheme.org)

# Pathways to professional competence

## IChemE's membership grades demonstrate professional competence

In order to progress through the membership grade structure, trainees are expected to take advantage of opportunities for further learning and professional development. Trainees start their journey towards becoming a Chartered Chemical Engineer either as an Affiliate or ideally, an Associate Member.



\*Associate Member suited to graduates with a bachelor's (with honours) degree, or above, in chemical engineering, or an equivalent level of knowledge gained through work experience.

\*\*Affiliate Member for anyone interested in, or working within, chemical, biochemical or process engineering.

## IChemE membership and registrations

IChemE membership opens up opportunities to additional registrations:

Associate Member AMIChemE	MIChemE and FIChemE	
Incorporated Engineer (IEng)	Chartered Engineer (CEng)	Chartered Environmentalist (CEnv)
Registered Scientist (RSci)	Chartered Scientist (CSci)	European Engineer (EUR ING)
	Professional Process Safety Engineer	Registered Professional Engineer Queensland (RPEQ)
		Energy Saving Opportunity Scheme Lead Energy Assessor (ESOS LEA)

MIChemE and FIChemE are the postnominals awarded to Chartered Members and Fellows of IChemE respectively.

Once qualified, ACTS trainees can apply and pay for most of these additional registrations through IChemE.

For further information about becoming a Chartered Chemical Engineer visit: [www.icheme.org/chartered](http://www.icheme.org/chartered)

# Get your training accredited – apply today

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[www.icheme.org/acts](http://www.icheme.org/acts)

IChemE is a registered charity in England and Wales (214379) and a charity registered in Scotland (SC 039661).