Accredited Company Training Scheme (ACTS) Application and self-assessment form

Please complete this form using brief answers. Using a simple yes or no where appropriate or referencing the appropriate page/section of your scheme manual, will help assessors when reviewing all documentation.

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| **1** | **The company** | |
| **1.1** | Name of training scheme | Click here to enter text. |
| **1.2** | Company name | Click here to enter text. |
| Address (Key site) | Click here to enter text. |
| **1.3** | Additional locations (if any). Include addresses for key sites.  If necessary, continue on separate sheet. | |
| Site (2) Address | Click here to enter text. |
| Site (3) Address | Click here to enter text. |
| **1.4** | Nature of company business | Click here to enter text. |
| **1.5** | Roles of chemical engineers within the company | Click here to enter text. |

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| **2** | **The people** | | |
| **2.1** | Scheme Manager | Name | Click here to enter text. |
| Job title | Click here to enter text. |
| Membership number | Click here to enter text. |
| Is Scheme Manager a Chartered Chemical Engineer? | Click here to enter text. |
| Is Scheme Manager registered with another Institution? If yes, which one and at what grade? | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| **2.2** | Scheme administrator | Name | Click here to enter text. |
| Job title | Click here to enter text. |
| Membership number | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| Site (2) key contact (if applicable) | Name | Click here to enter text. |
| Job title | Click here to enter text. |
| Membership number | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| Site (3) key contact (if applicable)  For additional sites, please provide a key contact for each on a separate sheet. | Name | Click here to enter text. |
| Job title | Click here to enter text. |
| Membership number | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| **2.3** | Year scheme was established | Click here to enter text. | |
| **2.4** | Number of chemical engineering trainees currently on scheme and by business location (if relevant) | Click here to enter text. | |
| **2.5** | Number of trainees likely to join in the next three years | Click here to enter text. | |
| **2.6** | Number of (non-trainee) chemical engineers at the business locations covered by scheme | Click here to enter text. | |

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| **3** | **Management and resources**  *Please reference sections in your scheme manual where relevant* | |
| **3.1** | How many key business locations does the scheme cover?  What business location is the focal point for the ACTS? | Click here to enter text. |
| **3.2** | Is the Scheme Manager responsible for all sites? | Click here to enter text. |
| **3.3** | Does the scheme have a Chartered Chemical Engineer as an integral part of its management and operation? | Click here to enter text. |
| **3.4** | How does the scheme ensure that those involved have a clear understanding of their roles and adequate training? | Click here to enter text. |
| **3.5** | How do those involved in the scheme keep their knowledge of IChemE’s requirements for Chartered Chemical Engineer status and the application process up to date? | Click here to enter text. |
| **3.6** | Who is the Scheme Sponsor (from senior management)? Name, member grade and job title  How does senior management and the Scheme Sponsor support the scheme? | Click here to enter text. |
| **3.7** | Is the scheme fully integrated into staff development policies? | Click here to enter text. |
| **3.8** | Does the company provide an annual budget to ensure that trainees are suitably funded to be able to gain the required experience? | Click here to enter text. |
| **3.9** | Does the company pay IChemE subscriptions for trainees and Chartered Chemical Engineers? | Click here to enter text. |
| **3.10** | Does the company encourage trainees to take part in activities to promote the profession eg via STEM activities (eg visits to local schools), IChemE meetings (eg special interest groups (SIGs)? and if so how? | Click here to enter text. |
| **3.11** | Does the company support any staff volunteering for IChemE activities (eg Professional Reviewers, ACTS assessors, SIGs, members groups)? And if so how? | Click here to enter text. |

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| **4** | **Scheme documentation**  *Please reference sections in your scheme manual if relevant* | |
| **4.1** | Does the scheme have a written manual either in hard copy or available via intranet? | Click here to enter text. |
| **4.2** | How does the Scheme Manager ensure revision control of scheme documentation? (if held electronically as well as printed) | Click here to enter text. |
| **4.3** | Are all roles (of trainees, managers, mentors and administrators) clearly defined within the scheme documentation? | Click here to enter text. |
| **4.4** | Does the scheme register all trainees and mentors with IChemE?  (This is a mandatory requirement for the Initial Professional Development (IPD) assessment in the IChemE membership application process) | Click here to enter text. |
| **4.5** | Does the scheme provide an annual report to IChemE with the progress of their trainees?  (This is a mandatory requirement for the accreditation process) | Click here to enter text. |
| **4.6** | How does the Scheme Manager ensure that all relevant parties (trainees, mentors, managers) are aware of IChemE's IPD requirements? | Click here to enter text. |
| **4.7** | Does the scheme provide an IPD ACTS completion form to all trainees when completing the scheme?  (This is a mandatory requirement for the IPD assessment in the IChemE membership application process) | Click here to enter text. |
| **4.8** | Are trainees automatically provided with a partial IPD ACTS completion form if leaving the scheme before completion? | Click here to enter text. |
| **4.9** | Are trainees aware that by submitting the ACTS completion form they get exemption from Stage 2 (IPD assessment) of the IChemE membership application process? | Click here to enter text. |
| **4.10** | Does the scheme provide ’mapping’ of technical and corporate personal competencies to IChemE Competence and Commitment (C&C) requirements? | Click here to enter text. |

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| **5** | **Scheme delivery**  *Please reference sections in your scheme manual if relevant.*  *For sections 5.7 - 5.10 in particular, Scheme Managers are encouraged to answer Yes/No and provide cross-references.* | | | | |
| **5.1** | How are new trainees enrolled on the scheme? | | | Click here to enter text. | |
| **5.2** | How does the scheme provide relevant formal training either in-house or externally? | | | Click here to enter text. | |
| **5.3** | How does the scheme provide a structured approach to on-the-job training and technical coaching? | | | Click here to enter text. | |
| **5.4** | How does the scheme provide appropriately planned assignments of suitable length for trainees to acquire experience and competencies in technical and ’soft’ skills? | | | Click here to enter text. | |
| **5.5** | What are the academic thresholds for entry to the scheme, if any? | | | Click here to enter text. | |
| **5.6** | How does the scheme provide support for those without a fully accredited degree to meet IChemE’s academic requirements for Chartered Chemical Engineer status via the ICP process? | | | Click here to enter text. | |
| **5.7** | How do trainees undertake and record personal development planning for their IPD and CPD? | | | Click here to enter text. | |
| **5.8** | **Does the scheme provide trainees with the necessary training and experience to apply their chemical engineering knowledge and understanding of practical solutions to:** | | | | |
| **5.8.1** | Identify or define a problem, opportunity or project in order to obtain a technically correct and economically viable solution? | | | | Click here to enter text. |
| **5.8.2** | Combine ideas and contributions from different people and disciplines in order to obtain a technically correct and economically viable solution? | | | | Click here to enter text. |
| **5.8.3** | Develop innovative ideas to create new solutions, new designs and new technological approaches? | | | | Click here to enter text. |
| **5.8.4** | Technically evaluate data to optimise products, processes, equipment, or methodologies? | | | | Click here to enter text. |
| **5.8.5** | Plan and execute projects, organise or perform technical work to implement or validate solutions, designs etc? | | | | Click here to enter text. |
| **5.9** | **Does the scheme provide trainees with the necessary training and experience to handle the wider implications of their work as a chemical engineer by:** | | | | |
| **5.9.1** | Understanding the systematic process for the assessment of process hazards, their quantification and mitigation? | Click here to enter text. | | | |
| **5.9.2** | Appreciating health, hazard and safety aspects by applying appropriate principles and good practice to meet legislative requirements etc? | Click here to enter text. | | | |
| **5.9.3** | Understanding sustainability aspects, eg environmental legislation, matters of public concern, climate change, etc? | Click here to enter text. | | | |
| **5.9.4** | Appreciating commercial and economic aspects including cost estimation, sales and proposals? | Click here to enter text. | | | |
| **5.10** | **Does the scheme provide trainees with the necessary training and experience to manage interpersonal relationships including:** | | | | |
| **5.10.1** | Developing interpersonal communications and relationships with others to achieve a positive outcome, including demonstrating an awareness of diversity and inclusion? | | Click here to enter text. | | |
| **5.10.2** | Demonstrating accountability for technical actions taken and/or leadership in a professional role? | | Click here to enter text. | | |
| **5.10.3** | Communicating ideas and plans by report writing and oral presentation? | | Click here to enter text. | | |
| **5.11** | How does the scheme require trainees to develop a commitment to high standards of professional behaviour? | | Click here to enter text. | | |
| **5.12** | Is any training provided in diversity and inclusion practices, ethical conduct and appropriate ethical decision making? | | Click here to enter text. | | |
| **5.13** | How does the scheme ensure diversity and inclusion of trainees? | | Click here to enter text. | | |
| **5.14** | Is Chartered Chemical Engineer status a requirement for promotion above a particular job level? | | Click here to enter text. | | |
| **5.15** | Does the company recognise achievement of Chartered Chemical Engineer status? If so, how? | | Click here to enter text. | | |

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| **6** | **Management of quality**  *Please reference sections in your scheme manual if relevant* | |
| **6.1** | How does the scheme provide an adequate mentoring process? | Click here to enter text. |
| **6.2** | Have the scheme mentors watched the IChemE online mentor training? | Click here to enter text. |
| **6.3** | How frequently do mentors meet with trainees? How is this monitored? | Click here to enter text. |
| **6.4** | Is there a network for the scheme mentors to facilitate sharing of scheme updates, best practice, Q&A etc. | Click here to enter text. |
| **6.5** | Is there a similar network for trainees to share their experiences, or opportunities to meet together? | Click here to enter text. |
| **6.6** | How does the scheme provide a means of tracking and coaching trainees against competencies? | Click here to enter text. |
| **6.7** | How does the scheme record trainee progress? | Click here to enter text. |
| **6.8** | When was the last annual report covering all accredited sites submitted to IChemE?  Has an annual report been submitted in every year of the previous accreditation period?  (not applicable to new schemes) | Click here to enter text. |
| **6.9** | How frequently is the scheme reviewed and updated and is there input from all relevant groups? Eg Is there a scheme ’Governance Panel’ or equivalent in place? | Click here to enter text. |
| **6.10** | Does the scheme have a process for reviewing the progress of trainees at the end of the fifth year, to identify any possible skills gaps and make sure that these gaps will be covered during the sixth year in the scheme? | Click here to enter text. |
| **6.11** | Does the scheme obtain feedback from former trainees and how is their feedback used? | Click here to enter text. |
| **6.12** | In the case of a multi-site scheme how is consistency of quality, and delivery of training, assured across all sites? | Click here to enter text. |

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| **7** | **Supporting material** |
| It is important that you provide a detailed description on the operation of the scheme along with this application form which the assessors will review in advance of the assessment visit.  Documentation required: The Scheme Manual (or equivalent) that describes the scheme and how it’s administered, structured and operated, to ensure chemical engineers acquire the appropriate knowledge and competence through a range of formal training and initial professional practice involving assignment rotation and growth, plus:   * details of training programme and duration; * any in-house and external short training courses used; * how the scheme aligns with IChemE requirements for achieving Chartered Chemical Engineer status; * copies of any scheme material as provided to new trainee engineers; * a list of the staff actively involved with operation of the scheme (ie mentors, scheme manager, senior staff sponsor); * how engineers are supported if they move away from their ‘home’ site temporarily, or if they transfer permanently to a different part of the company’s organisation. | |

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| **8** | **Application checklist** |
| Please include with your application:  supporting material as outlined in Section 7  annual report (not applicable to new scheme)  examples of individual trainee records (diaries, logbooks, draft C&C reports)  the re/accreditation fee | |

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| **9** | **Declaration** | |
| Declaration to be signed by the company staff member with the authority to allocate the resources required to support the scheme.  *“On behalf of the applicant organisation, I apply for accreditation of the training scheme for graduate chemical engineers appended to this application.*  *The scheme conforms to current IChemE practise with respect to ACTS. Qualified staff and resources are available to support the Scheme.*  *We will ensure that all individuals on the scheme consent to relevant data being shared with IChemE as laid out in the ACTS Data Processing Agreement.”* | | |
| **Signed:** | | Click here to enter text. |
| **Name:** | | Click here to enter text. |
| **Position:** | | Click here to enter text. |
| **Date:** | | Click here to enter a date. |

**Please return this application form along with all supporting documentation to** [**acts@icheme.org**](mailto:acts@icheme.org)