

# ACTS: notes for trainees

Participating in an IChemE Accredited Company Training Scheme can assist you with your early professional development and help move you swiftly and efficiently towards achieving Chartered status.

## Advantages

Being registered on an ACTS means that your company has committed to providing the necessary training and opportunities for you to gain the experience and competencies required to become a Chartered Chemical Engineer as efficiently as possible. You will be supported by the company in your application to become a Chartered Member of IChemE, the organisation of choice for chemical engineers.

When you complete the scheme, you automatically meet our Initial Professional Development requirements and you only need to submit the ACTS completion form to satisfy Stage 2 of our three-stage application process for Chartered membership.

[Chartered Chemical Engineer](#) status is awarded by IChemE to demonstrate professional competence and commitment within chemical, biochemical and process engineering. It is a requirement for progression in some industrial sectors and is recognised in others as a critical professional career milestone.

As a Chartered Chemical Engineer, you gain the widely recognised postnominals CEng MIChemE and can apply for other registrations as appropriate, including European Engineer (EUR ING) and Chartered Scientist (CSci).

## Standards

The eventual aim of the scheme is to enable you to reach the standards expected of a Chartered Chemical Engineer. The following definition of a Chartered Engineer is provided by Engineering Council, the regulatory body for the engineering profession on which our Chartered membership requirements are based:

*"Chartered Engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity and change and/or they may have technical accountability for complex systems with significant levels of risk."*



IChemE also requires that a prospective Chartered Chemical Engineer holds a position in which they are responsible, in a professional sense, for the consequences of their technical judgements and decisions. Your company ACTS will give you exposure to a sufficient range of training and experience that will enable you to satisfy IChemE's requirements and lead to Chartered status.

## Support

Your Scheme Manager is responsible for organising the programme of training and experience for your company or site. There may be several graduates on the scheme at various stages of their training, so each person is allocated a personal mentor. Your mentor will ideally be an experienced chemical engineer and a Chartered Member or Fellow of IChemE.

Your mentor's role is to support you through your time on the scheme and to check on your progress. Preferably, you will keep the same mentor from the time you join the company until your application for Chartered membership is approved. Every effort is made to ensure a good match between yourself and your mentor, but occasionally problems can occur. If you feel this applies in your case, discuss the situation with your mentor and if the partnership cannot be retrieved, ask your Scheme Manager to assign you an alternative mentor.

When you first meet your mentor, confirm the best way of contacting them. You may also spend some time discussing how the partnership will work (in some companies the mentor and trainee draw up a simple written statement to remind them what they have agreed). You will probably meet with your mentor about once a quarter or at least every six months, depending on your company's approach.

## Getting started

Trainees are expected to be in IChemE membership in order to be registered on the scheme.

Your Scheme Manager or Administrator will need to complete a trainee registration form, including details of your membership number and mentor's name. Submission of this form to IChemE will allow us to register you on your company scheme, assess your academic qualifications and advise you of your pathway for Chartered membership; confirmation of this will be sent to you and your Scheme Manager.

If you are not a member of IChemE, you will need to complete the online application form, upload copies of all relevant degree certificates and pay an application fee.

If you are an IChemE Student/Affiliate member and eligible for [Associate Membership](#), you should go online and upgrade your membership to Associate Member.

If you are a current Associate Member, we recommend you visit [www.icheme.org](http://www.icheme.org) and login to 'MyIChemE' to check your contact details and ensure that your work email is included on your record. It is important to keep your details up to date in order that we can stay in contact with you.

## Becoming Chartered

To become a Chartered Member you will have to satisfy the following criteria:

- fulfil IChemE's academic Educational Base requirement;
- have sufficient relevant training and experience (typically at least three–four years);
- have completed your IPD;
- work, or have worked in a responsible position in chemical engineering;
- nominate two suitable referees to support your application.

Upon the completion of your training and the IPD verification and following the signing-off of your Competence and Commitment (C&C) Report by your verifier/s (which may be your mentor and Scheme Manager), complete and submit an online Chartered Member application with the required accompanying documentation.

You will receive confirmation that your application has been received and if it is immediately apparent that any further information or evidence is missing, you will be contacted with specific instruction.

Your application will then start to go through the Professional Review process and you will be kept informed electronically once each stage has occurred.

Your C&C report will be reviewed against the standard for Chartered Member by two trained Professional Reviewers who are Chartered Chemical Engineers. Should the Professional Reviewers not feel able to make a judgement based on the information, feedback will be provided to enable you to amplify and/or amend and resubmit.

Your Professional Review interview will be held in confidence with normally the same two Professional Reviewers who assessed your C&C report. The purpose of the interview is to:

- establish that you hold a position of appropriate responsibility;
- verify that you can demonstrate an ability to operate as a competent chemical engineer;
- assess that you are appropriately committed to the chemical engineering profession.

Following your Professional Review interview, an election recommendation will be made to the IChemE Standards Panel who will review your application, your references, the C&C assessment(s) and the Professional Review interview reports to confirm that all documentation is in order and a fair assessment has been made throughout. If any further clarification is required, the Standards Panel will contact the relevant providers for such information. Assuming all is well, the Standards Panel will confirm that your application can proceed to be fully reviewed at the next IChemE Registration Subcommittee Virtual Election Panel meeting. You will be advised the election outcome after this meeting.

For more information contact the IChemE ACTS administrator: [acts@icheme.org](mailto:acts@icheme.org)