

# Professional Development Subcommittee - Terms of Reference

## Purpose

The Professional Development Subcommittee (**'PdSub'**) is responsible to the Membership & Qualifications Committee (**'MQC'**) for oversight of Accredited Company Training Schemes (**'ACTS'**), support for self-managed Initial Professional Development (**'IPD'**) and IChemE's Continuing Professional Development (**'CPD'**) strategy and related sampling activity.

## Duties and responsibilities

Reporting to and seeking approval from MQC as required, the PdSub shall ensure appropriate oversight of:

- the definition and documentation of IPD standards good practice and guidance leading to the accreditation of IPD (ACTS) schemes, as determined by the Regulations and as licensed by the Engineering Council and other relevant national and international regulatory bodies, in a manner that is compliant with but does not unnecessarily exceed IChemE and regulator regulations and guidance
- following receipt of a summary report from the (re-)review of an ACTS scheme, take the decisions about whether or not a programme will be recognised
- the definition, documentation and review of CPD standards, good practice and guidance as determined by the Regulations and as licensed by the Engineering Council and other relevant national and international regulatory bodies, in a manner that is compliant with but does not unnecessarily exceed IChemE and regulator regulations and guidance
- CPD record sampling of the Institution's professionally qualified membership/registrants in line with regulators' requirements in a manner that is compliant with but does not unnecessarily exceed IChemE and regulator regulations and guidance
- provision of support and subject matter expertise as required for the support of mentoring/coaching, either as part of an accredited scheme or for applicants that self manage their IPD
- on-going recruitment, training and support of an inclusive and diverse pool of assessors and suitably qualified and trained mentors

In addition:

- members of the PdSub may be invited by the Director of Qualifications to represent the Institution on matters relating to IPD and CPD on relevant bodies such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies.
- maintenance of effective communications with all stakeholders, including producing an annual report of the PdSub's activities, for approval by MQC.

## Membership

The membership of PdSub shall comprise:

- Chair
- Vice Chair
- Director of Qualifications (IChemE employee)
- Lead CPD Lead Assessor (ex-officio)
- 6 other members, covering:
  - a minimum of 1 ACTS Assessor
  - a minimum of 1 ACTS Scheme Manager
  - a minimum of two mentors – 1 ACTS and 1 other
  - a member of Standards Panel
  - 1 CPD assessor
  - a minimum of one non-registrant - early career Associate Member
- Maximum one other with interest in professional development - Chartered Chemical Engineer or Fellow
- Professional Standards manager (IChemE employee)
- Associate Director - Member Engagement (IChemE employee)

In attendance:

- Secretariat
- Other IChemE employees as required

A balance of Engineering Technician (EngTech), Incorporated Engineer (IEng) and Chartered Engineer (CEng) experience, and industrialists and academics shall be sought.

In accordance with Engineering Council's Regulations for Registration, *registrants shall be in the majority on the recognition committee or board.*

The Chair, Vice Chair and other members shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to ensure a diverse and representative Subcommittee.

The selection panel shall comprise the VP Qualifications, the Director of Qualifications and two other appropriate individuals.

The term of office for all members shall normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and continuity of committee membership.

IChemE employees are non-voting members of the Committee.

All PdSub members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

If any member fails to attend three committee meetings in a row, the Chair may require the member to retire.

## Task and Finish Groups

In agreement with the Chair, the Director of Qualifications may convene appropriate Task and Finish Groups responsible for specific aspects of the PdSub's work. Recommendations and actions shall be, where appropriate, then recommended by PdSub to MQC for approval.

## Meetings

The PdSub shall typically meet quarterly but may meet more often as business demands, especially where an ACTS scheme may require review.

Meetings shall normally be virtual and be scheduled to facilitate the attendance of the PdSub's global membership.

Non-Subcommittee members may attend part(s) of the meeting with the agreement of the Chair to contribute to or discuss specific matters.

The meetings shall be quorate if at least four registrant members are present, plus the Chair or Vice Chair, and Director of Qualifications (or their delegate).

## Reporting responsibilities

The PdSub Chair shall report to MQC after each meeting on matters within its duties and responsibilities.

## Other matters

The PdSub shall:

- have access to sufficient resources for it to carry out its duties;
- be provided with, and expected to engage actively with, appropriate training in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as and regulations as appropriate;
- arrange for periodic review of its own performance, and at least annually review the Terms of Reference for the PdSub to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC.

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| Approved by:         | Board of Trustees |
| Approval date:       | August 2024       |
| Date of next review: | August 2025       |
| Version control:     | V 1.0             |