

# Accredited Company Training Scheme (ACTS)

## Assessors

### Volunteer Role Descriptor

#### 1. Introduction

An IChemE Accredited Company Training Scheme (ACTS) demonstrates quality assured professional practice of a company or organisation in the training and development of their staff. ACTS benefits trainees with a straightforward, rewarding and supported route to Chartered Chemical Engineer CEng MIChemE status.

ACTS Assessors are Chartered Chemical Engineers who give their time voluntarily to represent IChemE. Their expertise allows IChemE to conduct credible reviews of company training schemes submitted for accreditation.

The accreditation and re-accreditation processes comprise of four stages:

1. Application - Company to complete an ACTS application and self-assessment form and submit requested training scheme documentation
2. Assessment – IChemE ACTS assessors review ACTS application, visit site in person or virtually to gather evidence and prepare an assessment report
3. Review – IChemE committee review ACTS assessors' report and recommendations.
4. Decision – IChemE committee determines outcome of accreditation and applies conditions or recommendations.

A standard accreditation period is four years, or two years for new schemes, after which schemes will be expected to apply for re-accreditation.

#### 2. What you will be doing

##### Main duties

ACTS Assessors will be expected to:

- review completed ACTS application form and other documentation submitted by company
- identify any need for additional information or clarification
- attend accreditation visit remotely or in-person at company site
- gather evidence during virtual or face-to-face visit
- challenge the company on the documentation presented while meeting their key representatives (administrators, mentors, trainees, senior managers etc)
- determine whether practice aligns with documentation and requirements
- complete a written assessment report that:
  - i. identifies and commends strengths
  - ii. identifies scope for improvements
- propose recommendations for accreditation to Professional Development Subcommittee

##### Responsibilities

ACTS Assessors should be knowledgeable of ACTS requirements and accreditation processes, the competencies required of a Chartered chemical engineer, and the IChemE Chartered membership application process. ACTS Assessors are responsible for staying up to date with any relevant changes communicated by IChemE.

ACTS Assessors should arrive to a visit prepared with a good understanding of the provision to be reviewed.

#### **Lead Assessors**

Each accreditation visit is undertaken by at least two trained assessors. Lead Assessors are experienced ACTS Assessors who self-elect to act as the Lead for a visit.

#### **Occasional Duties**

ACTS Assessors may be requested to undertake interim reviews of an ACTS between accreditation visits. Experienced ACTS Assessors may also be called upon occasionally to provide remote advice to ACTS companies or other ACTS Assessors or undertake reviews of ACTS company documentation.

### **3. About you**

#### **Required**

- current Chartered Chemical Engineers at Member or Fellow grade with a minimum of two years experience at this grade
- willingness to travel to company sites when required\*
- experience in industry (active or retired)
- an interest in ACTS and supporting chemical engineers to become Chartered
- a reliable internet connection (for virtual visits)

\*A willingness to travel (either short or long distances) is required – although we will work with your individual travel preferences for time/distance/area.

It is **preferable** but not required to have one or more of the following (full training will be provided):

- experience of supporting ACTS or other graduate training schemes, for example as a scheme manager, learning & development coordinator, mentor or line manager to graduate engineer
- experience of accreditation visits or quality assurance auditing, for example as an assessor, part of a team preparing for accreditation or audit, or a member of a review committee

Due to the geographical spread of ACTS over the UK, we are looking to recruit a pool of assessors from across the length and breadth of the UK. We also aim to recruit a diverse pool of ACTS assessors with experience from any industry.

### **4. How you will benefit**

#### **Benefits to volunteering**

- support early career chemical engineers in their journey to Chartership
- insight into current good practice in the training and development of chemical engineers
- improve the quality of training schemes for graduate chemical engineers
- maintain standards of the chemical engineering profession
- insight into accreditation process to support preparation for own audits or accreditations
- network with companies and volunteers from a range of industries, including opportunities to share and exchange good practice.

### **5. Time commitment**

#### **Accreditation or Reaccreditation Visits**

We ask all ACTS Assessors to commit to undertake one or two accreditation/re-accreditation visits per year, though it is possible to attend more than this if a volunteer would like to. Each visit includes one full-day commitment on the visit date, plus travel time (for face-to-face visits only).

Assessors will be required to spend time reviewing company documentation at a convenient time during the three week period in advance of the visit and make time to discuss any queries with their co-assessor. The designated Lead ACTS Assessor for a visit will also be required to write and submit a formal report of the visit on a provided template within three weeks of the visit date. Time to complete the report may vary but is expected to take one to three hours.

**Occasional Duties** (as described in *Main duties and responsibilities* section above)

- Interim review – two to three hour commitment per occasion, inc. <one hour advance review of documents, one hour interim review meeting, <one hour report write-up
- Desk-based reviews of ACTS company documentation or requests for advice from an ACTS company - one hour virtual commitment per occasion

## 6. Period of appointment

Assessors are expected to serve a minimum of four years in the role, but preferably more.

## 7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. Please include a CV and brief email statement of any relevant background to the role.

## 8. Induction & training

All new assessors are required to undertake initial training, and subsequently attend a reaccreditation visit as a supporting (second) assessor within the following 12 month period. Assessors will also need to complete GDPR training.

Virtual refresher training/briefings may be held annually to keep assessors up to date on requirements and processes.

## 9. Further information

**Expenses for the activities:**

ACTS companies will pay all reasonable and relevant travel expenses for face-to-face visits, including meals and overnight accommodation if required.

Is the role location specific?

Yes – UK wide

Number of roles available

Ten

Closing date

Recruitment for this role is ongoing.

For further information please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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