IChemE Accredited Company Training Schemes (ACTS)

Company Self-Assessment and Accreditation Visit Report

|  |
| --- |
| **Company name** |
|  |
| **Year** |
|  |

Contents

[Purpose 3](#_Toc191551124)

[How to use this document 3](#_Toc191551125)

[Company applying for accreditation 3](#_Toc191551126)

[ACTS Assessor volunteers 3](#_Toc191551127)

[1. Company overview 4](#_Toc191551128)

[2. Scheme information 5](#_Toc191551129)

[3. Visit details 7](#_Toc191551130)

[4. Management and resources 9](#_Toc191551131)

[5. Scheme documentation 11](#_Toc191551132)

[6. Scheme delivery 13](#_Toc191551133)

[7. Management of quality 17](#_Toc191551134)

[8. Supporting material 19](#_Toc191551135)

[9. Company declaration 20](#_Toc191551136)

[10. Overall assessment 21](#_Toc191551137)

# Purpose

This document enables companies to apply for IChemE accreditation of their graduate training scheme through a self-assessment against IChemE requirements. ACTS Assessors, volunteering on behalf of IChemE, will review the submission and any supporting documentation, conduct an accreditation visit to verify and gather supporting evidence, and compile a report and recommendation on accreditation outcome for the Professional Development Sub-committee. This document combines and replaces the previously separate ACTS application and self-assessment form, and ACTS accreditation visit report form.

# How to use this document

## Company applying for accreditation

Companies should complete all sections in **green** using brief answers. Using a simple yes or no where appropriate or referencing the appropriate page/section of the scheme manual will help ACTS Assessors when reviewing all documentation submitted by the company. If you are unsure on a question or require further guidance before submitting this document, please reach out to the IChemE ACTS Administrator for support via [acts@icheme.org](mailto:acts@icheme.org).

## ACTS Assessor volunteers

ACTS assessors should review the information provided by the company in all self-assessment sections alongside other submitted documentation prior to the accreditation visit, noting any points which may require further discussion or information from the company at the accreditation visit. Following the visit, the ACTS Assessors’ will complete all **purple** sections of the report. If a company is not meeting a requirement, they should record this as ‘N’ against the relevant requirement, then justify with a comment in the following comment section. Each section area requires the ACTS assessors to confirm if the standards have been fully met, partially met or not met. ACTS Assessors are expected to agree the report before submitting to the IChemE ACTS Administrator within 3 weeks of the visit date.

# 1. Company overview

|  |  |  |
| --- | --- | --- |
| **1.1** | **Company name** |  |
| **1.2** | **Company address** |  |
| **1.3** | **Department/Division**  **(if applicable)** |  |
| **1.4** | **Nature of the business** |  |
| **1.5** | **Approximate number of employees across the company** |  |
| **1.6** | **Roles of chemical engineers within the company** |  |
| **1.7** | **Does the company hold accreditation from other Professional Engineering Institutions? If yes, which?** |  |
| **1.8** | **ACTS Assessors’ comments (if any):** | |
|  | |

# 2. Scheme information

|  |  |  |
| --- | --- | --- |
| **2.1** | **Training scheme name** |  |
| **2.2** | **How long has the scheme been operating?** |  |
| **2.3** | **Scheme manager**   * **Name** * **Job Title** * **IChemE membership number** * **Email address** |  |
| **2.4** | **Is the scheme manager a Chartered Chemical Engineer?** |  |
| **2.5** | **Scheme sponsor**   * **Name** * **Job Title** * **IChemE membership number** * **Email address** |  |
| **2.6** | **Scheme administrator**   * **Name** * **Job Title** * **IChemE membership number** * **Email address** |  |
| **2.7** | **Primary accredited location/key site** |  |
| **2.8** | **Number of sites to be accredited** |  |
| **2.9** | **List of all sites to be accredited**  **(if applicable)** |  |
| **2.10** | **Business units included in accreditation**  **(if applicable)** |  |
| **2.11** | **Number of trainee chemical or process engineers currently on scheme, by location (if applicable)** |  |
| **2.12** | **Number of mentors currently on scheme** |  |
| **2.13** | **Number of new trainees likely to join scheme each year** |  |
| **2.14** | **Number of non-trainee chemical engineers at locations covered by the scheme** |  |
| **2.15** | **ACTS Assessors’ comments (if any)** | |
|  | |

# 3. Visit details

ACTS Assessors to complete this section. Company can move to next section.

|  |  |  |
| --- | --- | --- |
| **3.1** | **Date of visit** |  |
| **3.2** | **On-site or virtual** |  |
| **3.3** | **Location visited (if applicable)** |  |
| **3.4** | **Is this a new accreditation or renewal of existing accreditation?** |  |
| **3.5** | **Names of ACTS assessors in attendance** |  |
| **3.6** | **Scheme staff met during visit**  **(names, job titles, site locations, professional qualifications)** |  |
| **3.7** | **Mentors met during visit**  **(names, site locations)** |  |
| **3.8** | **Trainees met during visit**  **(names, site locations, time on scheme)** |  |
| **3.9** | **Signatures of assessors** |  |
| **3.10** | **Date report completed** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. Management and resources | | | | | | **ACTS Assessor use only** |
| Please reference sections in your scheme manual if relevant | | | | | | **Y / N** |
| **4.1** | **Does the scheme have a Chartered chemical engineer as an integral part of its management and operation?** |  | | | |  |
| **4.2** | **Is the scheme manager responsible for all sites?** |  | | | |  |
| **4.3** | **How does the scheme ensure those involved have a clear understanding of their roles and adequate training?** |  | | | |  |
| **4.4** | **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?** |  | | | |  |
| **4.5** | **How do senior management and the scheme sponsor support the scheme?** |  | | | |  |
| **4.6** | **Is the scheme fully integrated into staff development policies?** |  | | | |  |
| **4.7** | **Does the company provide an annual budget to ensure that trainees are suitably funded to be able to gain the required experience?** |  | | | |  |
| **4.8** | **Does the company pay IChemE subscriptions for trainees and Chartered Chemical Engineers?** |  | | | |  |
| **4.9** | **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?** |  | | | |  |
| **4.10** | **Does the company support any staff volunteering for IChemE activities (eg Professional Reviewers, ACTS assessors, SIGs, members groups)? And if so how?** |  | | | |  |
| **4.11** | **This section is assessed as:** | | **Fully met** | **Partially met** | **Not met** | |
|  |  |  | |
| **4.12** | **ACTS Assessors’ comments, supporting evidence seen and/or further evidence required** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Scheme documentation | | | | | | **ACTS Assessor use only** |
| Please reference sections in your scheme manual if relevant | | | | | | **Y / N** |
| **5.1** | **Does the scheme have a written training manual either in hard copy or available via intranet?** |  | | | |  |
| **5.2** | **How does the scheme manager ensure revision control of scheme documentation?** |  | | | |  |
| **5.3** | **Are all roles (of trainees, managers, mentors and administrators) clearly defined within scheme documentation?** |  | | | |  |
| **5.4** | **Does the scheme register all trainees and mentors with IChemE?** |  | | | |  |
| **5.5** | **How does the Scheme Manager ensure that all relevant parties are aware of the IChemE requirements for the Initial Professional Development of trainees?** |  | | | |  |
| **5.6** | **Does the scheme confirm to IChemE when trainees complete the scheme via the online portal?** |  | | | |  |
| **5.7** | **Does the scheme provide ‘mapping’ to translate technical and corporate personal competencies to IChemE Competence & Commitment (C&C) requirements?** |  | | | |  |
| **5.8** | **This section is assessed as:** | | **Fully met** | **Partially met** | **Not met** | |
|  |  |  | |
| **5.9** | **ACTS Assessors’ comments, supporting evidence seen and/or further evidence required** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Scheme delivery | | | | | | **ACTS Assessor use only** |
| Please reference sections in your scheme manual if relevant. | | | | | | **Y / N** |
| **6.1** | **How are new trainees enrolled on the scheme?** |  | | | |  |
| **6.2** | **How does the scheme provide relevant formal training either in-house or externally?** |  | | | |  |
| **6.3** | **How does the scheme provide a structured approach to on-the-job training and technical coaching?** |  | | | |  |
| **6.4** | **How does the scheme provide appropriately planned assignments of suitable length for trainees to acquire experience and competencies in technical and ’soft’ skills?** |  | | | |  |
| **6.5** | **What are the academic thresholds for entry to the scheme, if any?** |  | | | |  |
| **6.6** | **How does the scheme provide support for those without a fully accredited degree to meet IChemE’s underpinning knowledge and understanding requirements for Chartered Chemical Engineer?** |  | | | |  |
| **6.7** | **How do trainees undertake and record personal development planning for their initial and continuous professional development (CPD)?** |  | | | |  |
| **6.8** | **Does the scheme provide trainees with the necessary training and experience to apply their chemical engineering knowledge and understanding of practical solutions to:** | | | | | |
| **6.8.1** | **Identify or define a problem, opportunity or project in order to obtain a technically correct and economically viable solution?** |  | | | |  |
| **6.8.2** | **Combine ideas and contributions from different people and disciplines in order to obtain a technically correct and economically viable solution?** |  | | | |  |
| **6.8.3** | **Develop innovative ideas to create new solutions, new designs and new technological approaches?** |  | | | |  |
| **6.8.4** | **Technically evaluate data to optimise products, processes, equipment, or methodologies?** |  | | | |  |
| **6.8.5** | **Plan and execute projects, organise or perform technical work to implement or validate solutions, designs etc?** |  | | | |  |
| **6.9** | **Does the scheme provide trainees with the necessary training and experience to handle the wider implications of their work as a chemical engineer by:** | | | | | |
| **6.9.1** | **Understanding the systematic process for the assessment of process hazards, their quantification and mitigation?** |  | | | |  |
| **6.9.2** | **Appreciating health, hazard and safety aspects by applying appropriate principles and good practice to meet legislative requirements etc?** |  | | | |  |
| **6.9.3** | **Understanding sustainability aspects, eg environmental legislation, matters of public concern, climate change, etc?** |  | | | |  |
| **6.9.4** | **Appreciating commercial and economic aspects including cost estimation, sales and proposals?** |  | | | |  |
| **6.10** | **Does the scheme provide trainees with the necessary training and experience to manage interpersonal relationships including:** | | | | | |
| **6.10.1** | **Developing interpersonal communications and relationships with others to achieve a positive outcome, including demonstrating an awareness of diversity and inclusion?** |  | | | |  |
| **6.10.2** | **Demonstrating accountability for technical actions taken and/or leadership in a professional role?** |  | | | |  |
| **6.10.3** | **Communicating ideas and plans by report writing and oral presentation?** |  | | | |  |
| **6.11** | **How does the scheme require trainees to develop a commitment to high standards of professional behaviour?** |  | | | |  |
| **6.12** | **Is any training provided in diversity and inclusion practices, ethical conduct and appropriate ethical decision making?** |  | | | |  |
| **6.13** | **How does the scheme ensure diversity and inclusion of trainees?** |  | | | |  |
| **6.14** | **Is Chartered Chemical Engineer status a requirement for promotion above a particular job level?** |  | | | |  |
| **6.15** | **Does the company recognise achievement of Chartered Chemical Engineer status? If so, how?** |  | | | |  |
| **6.16** | **This section is assessed as:** | | **Fully met** | **Partially met** | **Not met** | |
|  |  |  | |
| **6.17** | **ACTS Assessors’ comments, supporting evidence seen and/or further evidence required** | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7. Management of quality | | | | | | **ACTS Assessor use only** |
| Please reference sections in your scheme manual if relevant. | | | | | | **Y / N** |
| **7.1** | **How does the scheme provide an adequate mentoring process?** |  | | | |  |
| **7.2** | **Have the scheme mentors attended IChemE mentor training?** |  | | | |  |
| **7.3** | **How frequently do mentors meet with trainees? How is this monitored?** |  | | | |  |
| **7.4** | **Is there a network for mentors to facilitate sharing of scheme updates, best practice, Q&A etc?** |  | | | |  |
| **7.5** | **Is there a similar network for trainees to share their experiences, or opportunities to meet together?** |  | | | |  |
| **7.6** | **How does the scheme provide a means of tracking and coaching trainees against competencies?** |  | | | |  |
| **7.7** | **How does the scheme record trainee progress?** |  | | | |  |
| **7.8** | **When did the company last update its trainee and mentor records on the IChemE portal?** |  | | | |  |
| **7.9** | **Has the company updated trainee and mentor records on the IChemE portal in every year of the previous accreditation period?** |  | | | |  |
| **7.10** | **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?** |  | | | |  |
| **7.11** | **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?** |  | | | |  |
| **7.12** | **Does the scheme obtain feedback from former trainees and how is their feedback used?** |  | | | |  |
| **7.13** | **In the case of a multi-site scheme how is consistency of quality, and delivery of training, assured across all sites?** |  | | | |  |
| **7.14** | **This section is assessed as:** | | **Fully met** | **Partially met** | **Not met** | |
|  |  |  | |
| **7.15** | **ACTS Assessors’ comments, supporting evidence seen and/or further evidence required** | | | | | |
|  | | | | | |

# 8. Supporting material

Companies applying for accreditation must submit supporting documentation along with this application form. Assessors will review this documentation before the assessment visit.

**Required Documentation:**

* **Scheme Manual (or equivalent):** A comprehensive guide detailing scheme administration, structure, duration and operation to ensure chemical engineers acquire the necessary knowledge and competence through formal training and professional experience, including assignment rotation and development (a template is available).
* **List of personnel involved in and on the scheme:** Completed and updated IChemE registration forms/annual reports for the scheme.
* **Training Courses:** Information on any in-house or external short courses used.
* **Alignment with IChemE Requirements:** Evidence of how the scheme’s training aligns with or maps to IChemE competencies (may be included in the scheme manual), and an explanation of how the scheme supports trainees in achieving Chartered Chemical Engineer status.
* **Scheme Materials:** Copies of materials provided to new trainee engineers.
* **Training Records:** Examples of training logs used to monitor trainee progress, and draft Competence & Commitment (C&C) reports for trainees on the scheme (if available).
* **Support for Relocated Engineers:** Details on support for engineers who temporarily relocate from their ‘home’ site, or permanently transfer within the company.

# 9. Company 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 attached training scheme for graduate chemical engineers. The scheme aligns with current IChemE requirements and practice for Accredited Company Training Schemes, with qualified staff and sufficient resources in place to support its delivery. We will ensure that all participants consent to the sharing of relevant data with IChemE, in accordance with the ACTS Data Processing Agreement.* | |
| **Print name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

# 10. Overall assessment

To be completed by ACTS Assessors after the accreditation visit.

|  |  |
| --- | --- |
| **10.1** | **Overall comments to company** |
|  |
| **10.2** | **Scheme strengths** |
|  |
| **10.3** | **Scheme weaknesses** |
|  |
| **10.4** | **Points of best practice** |
|  |
| **10.5** | **Recommendations to scheme manager** |
|  |
| **10.6** | **Review of previous recommendations (please see previous visit report)** |
|  |