

## Suggested programme for ACTS (re)accreditation visit (on-site)

Time	Description	Notes
10:00–10:10	<b>Arrival</b> IChemE Assessors	
10:10–10:30	<b>Private meeting</b> IChemE Assessors	1
10:30–10:45	<b>Welcome and introductions</b> IChemE Assessors, Company Senior Manager, Scheme Manager, Scheme Administrator	
10:45–11:00	<b>Presentation of company training scheme</b> Company Senior Manager, Scheme Manager, Scheme Administrator	2
11:00–11:20	<b>Changes to scheme and actions taken to address feedback since previous accreditation visit (if applicable)</b> IChemE Assessors, Company Senior Manager, Scheme Manager, Scheme Administrator	3
11:20–11:45	<b>Discussion, question and answer session</b> IChemE Assessors, Company Senior Manager/Scheme Manager/Scheme Administrator	4
11:45–12:30	<b>Private meeting with ACTS trainees</b> IChemE Assessors and a selection of ACTS trainees of varying experience	5
12:30–13:00	<b>Visit to workplace of trainees or training project presentations</b>	6
13:00–13:45	<b>Lunch</b>	7
13:45–14:30	<b>Private meeting with ACTS mentors</b> IChemE Assessors, company mentors	8
14:30–15:00	<b>Review of any additional materials/facilities</b> IChemE Assessors, Company Senior Manager/Scheme Manager/Scheme Administrator	9
15:00–15:30	<b>Private meeting</b> IChemE Assessors	10
15:30–16:00	<b>Summary, feedback and discussion</b> IChemE Assessors and hosts	11
16:00	<b>Departure</b> IChemE Assessors	

- A list of the people attending on the day with their job titles and post nominals (where applicable) should be submitted to IChemE prior to the visit
- Please note: This is a suggested agenda only, and some of the timings and events may be varied by the company and/or ACTS Assessors following discussion between both parties, to suit the needs of the scheme being assessed.

1	This is to allow the assessors to discuss the application and agree the format for the day.
2	<p>We encourage schemes to provide detail of the company background and learning &amp; development context as part of the pre-read documentation submitted to ACTS Assessors in advance of the visit, in order to focus this initial presentation on the scheme itself. The company background may be provided in the form of an introductory video, for example.</p> <p>This session is suggested to be a 10 minute presentation of the scheme with 5 minutes for questions. During this session please briefly describe how the scheme operates, for example consider including the following information:</p> <ul style="list-style-type: none"> <li>• what is the structure and pattern of the scheme?</li> <li>• how does the scheme enable ACTS trainees to acquire the necessary competencies for Chartered membership?</li> <li>• what is the company management system for monitoring the content and quality of the Scheme?</li> <li>• what is the company management system for tracking and assessing trainees' progress and development?</li> <li>• any other pertinent issues of the scheme.</li> </ul>
3	In this session, please describe any changes or improvements to the scheme which have occurred since the previous accreditation visit (if applicable). It is advisable to talk through how feedback from the previous visit report (including any recommendations or conditions of accreditation) has been addressed.
4	The discussion, question and answer session is intended to be an open and collaborative session between ACTS Assessors and ACTS companies. We encourage ACTS companies to come prepared with 3-5 issues or questions that they might like advice or support with from an ACTS Assessor. ACTS Assessors have valuable knowledge and experience of many different accredited schemes. The ACTS Assessors will also come prepared with questions from their initial review of the documentation submitted, and will also discuss their observations so far.
5	<p>It is strongly recommended for the ACTS trainees to bring their training and competencies logs to this session.</p> <p><b>If possible, we would like to see a selection of trainees at <i>different</i> stages of their development and if applicable, representative of more than one site (this can also be done virtually).</b></p> <p>This will be an open discussion, including the following:</p> <ul style="list-style-type: none"> <li>• project opportunities available and the achievement of IChemE competencies</li> <li>• how IChemE competencies are assessed and recorded</li> <li>• frequency and content of mentor/mentee meetings</li> <li>• other development opportunities such as; buddying, IChemE/STEM activities, further education etc.</li> </ul>
6	An optional brief visit to the workplace, preferably conducted by scheme trainees to show and discuss with the assessors how they are learning and developing from their work. If a visit to the workplace is not viable, presentations from the trainees on their project work and experiences will be of equal benefit.
7	This offers good networking opportunities and additional time for discussion in an informal setting. It is preferred that scheme trainees and mentors are invited to the lunch session.
8	<p>This will be an open discussion, including the following:</p> <ul style="list-style-type: none"> <li>• responsibilities of mentors</li> <li>• frequency and content of mentor/mentee meetings</li> <li>• mentor's own training, development, support and networking opportunities.</li> </ul>
9	Opportunity to review any additional materials or facilities that were not discussed or seen earlier.
10	Assessors to consolidate and discuss observations and evidence gathered.
11	<p>IChemE Assessors to provide summary of the visit, evidence-based feedback and answers to any further queries. They will not be discussing the outcome of the accreditation visit. IChemE assessors will also explain the rest of the application process, whereby:</p> <ol style="list-style-type: none"> <li>The Accreditation Visit Report and the Assessor's Recommendation to PD Sub will be submitted to IChemE within 3 weeks following the visit.</li> <li>IChemE will forward the Accreditation Visit Report only to the company to check for factual accuracies. Company may wish to add comments, if any.</li> <li>The Accreditation Visit Report (with company comments, if any) and the Assessor's Recommendation to PDSub will be reviewed by the Professional Development Sub-committee (PD Sub) who will make the final decision. As the Committee meets only once a quarter, the application may not meet the review deadline and will therefore be submitted to the next monthly meeting. IChemE will notify the decision to the company, within 1 week of the meeting.</li> </ol>