THE INSTITUTION OF MECHANICAL ENGINEERS
The Supported Registration Scheme
Career Developer for Mentors

1) Introduction: Career Developer is a web-based records management system designed to record a graduate engineer's Initial Professional Development (IPD). It is not intending as a substitute for face-to-face meetings between mentor and developing engineer. You should still meet regularly to discuss and agree development plans and to explore opportunities to bridge skills and knowledge gaps.

1.1) **Role of the Mentor:** This requires commitment, professional judgement and ethical practice. Mentors assess the developing engineer against UK Standards for Professional Engineering Competence (UK-SPEC).

1.2) **Framework of reporting**: Whilst embracing company objectives, the developing engineer adopts a disciplined quarterly reporting framework and timeline to record their initial professional development.

1.3) **Optional tools in Career Developer:** Career Developer has many **optional features.** These can enhance reports and provide additional feedback. It is not compulsory to use these features, but forward planning of professional development is part of good practice. Your developing engineer can use all the functions for planning, recording and feedback, or, they may use Career Developer as a simple tool, creating quarterly reports via the templates, then cutting and pasting in the report content.

1.4) **Timely submission/compulsory reporting:** 4 Quarterly reports are followed by an annual assessment. An annual assessment at the end of 4 quarterly reports is optional, but a Final Annual Assessment at the end of the reporting period provides benchmarking for the professional review interview. Developing Engineers can begin their IPD reports at any year and any quarter.

1.5) **Assessing competence levels:** Aspiring registrants work toward 5 main areas of competence. These are outlined in UK SPEC.

UK SPEC Scoring guidance: You are assessing the 'overall competence' level as a Chartered Engineer or Incorporated Engineer.

Level 1 – Aware
- Performs activity with significant supervision and guidance
- Performs basic routine tasks; little or no responsibility

Level 2 – Familiar
- Performs activity in a range of contexts
- Supervision only required in more complex circumstances
- Some individual responsibility or autonomy

Level 3 – Skilled
- Performs activity in some complex or non routine contexts
- Significant responsibility and autonomy – can oversee the work of others

Level 4 – Expert
- Performs activity in a wide range of complex or non-routine contexts
- Substantial personal autonomy – can develop others in the activity

2) Log on to Career Developer
You need an IMechE username and password, even if you are from another Institution.
- Go to www.imeche.org and log in via the fields in the top right hand corner of the page.
- Enter your username/password, or if you are a 'new user', click on Not Registered.
- The Career Developer link is in the left hand menu when you log in to Your Account
- Click the Career Developer link, you will be directed to your MPDS profile.
- Contact MPDS@imeche.org if you are unable to log in to your Career Developer account

3) Main pages
When you have logged on to Career Developer, the first screen is the **Noticeboard.** Here you will find messages posted from the systems administrator.

Click on **Developing Engineers** to check the developing engineers assigned to you. If your developing engineer is not showing, email mpds@imeche.org and let us know, so we can connect you. Go to 'Update Developing Engineer Chart' if you want to set 'expectation levels' for additional feedback (optional). Update this after each Annual Assessment.

The following are the key pages within the system for recording Initial Professional Development:

TABS	DEVELOPING ENGINEER'S actions	MENTOR actions
My Status	Confirm your name; your Mentor; reporting Year and quarter and the UK-SPEC Competence Framework (IEng or CEng)	Not applicable
Developing Engineer	Not applicable	List of developing engineers under your guidance Set developing engineer's year
Plans	**Prepare / Edit / Submit Plan:** Add the competences from the UK-SPEC drop-down menu. Submit to mentor	**Review the Plan:** Add comments or notes (optional) Approve/Return for review/Reject Plan

Evidence	Evidence Summary/ Submit Evidence: Add the relevant UK-SPEC competences you have achieved. These will auto-generate into your quarterly report and annual assessment.	Review Evidence Submitted: Assess Evidence Add Notes or Comments Accept/Reject Evidence
Reports	Create Quarterly Report: (200-500 words) Cut+paste contents of a word doc into the space provided. Please note all formatting will be lost. If you chose not to submit Evidence, highlight the competences you have addressed, after each paragraph of your report (e.g. A2;B3;C1;C2;D2)	Review Quarterly reports: Make relevant comments to provide feedback to the graduate engineer and the professional review interview panel
	Create Annual Assessment: When Evidence has been submitted, the competences you selected will auto-generate to your report. If no evidence is submitted, manually type in each of the A, B, C, D, E boxes	Review Annual Assessment + Summary: Score competencies 1-4 for A,B.C,D,E Complete each section of the report answering questions 1 to 4. Provide relevant comments as an assessment of the year. If in doubt, ask the developing engineer for input to include all of their key activities. Discuss their overall development with others in the company, e.g. line manager, supervisor etc before completing the feedback
Meetings	Record formal meetings (optional)	Record formal meetings (optional)

4) Reviewing plans, evidence and reports
An auto-generated email will be sent to you when your developing engineer submits these items. Do not reply to the email but log in to your online account. **Always review items in chronological order** - ie. Plans before Evidence, so the competences auto-map. Then review the quarterly report. This sequence ensures

everything maps over to the Quarterly Report and finally to the Annual Assessment Report.

4.1) Reviewing the development action plan (Plans)

Click on the **Plans** tab to show a list of Unreviewed Plans submitted by your developing engineer(s)
- Click on the Plan title.
- Check that you are happy with the objectives and competences chosen by your developing engineer
- You can add your comments or feedback here. Type your notes then press 'save'.
- Go back to the Plans tab. Use the drop down menu to select: 'Accepted' or 'Return to Developing Engineer for revisions' if you want the developing engineer to amend the plan and then resubmit. 'Not Accepted' should be used only in severe circumstances.

This completes the review. The plan is returned to the developing engineer.

4.2) Reviewing evidence submitted against a Plan

Your developing engineer may submit evidence of activities (projects, courses, assignments, etc) or they may elect not to use this function at all. **Note – Commercial Sensitivity**: The actual evidence of a particular project is often confidential. If you find commercially sensitive information has been submitted, contact us at mpds@imeche.org we can delete it.

A brief mention of the evidence is sufficient to record competence achieved as a result of this activity. Activities can be submitted in a list format, rather than sent in separate submissions. For example: team leader role; investigated possible cause of failures in xyz; recorded non-conformities; made recommendations on quality and risk; prepared findings in report. This list forms one evidence submission, rather than 5 separate submissions.

UK-SPEC competences will have been added by the developing engineer. They will comment on their activities in the quarterly report. You confirm that the competences have been achieved when you 'approve' the evidence submission.

4.2.1) Rating or Scoring Evidence
The developing engineers' **Checksheet** acts as a gap analysis to show where further development may be required. To see the checksheet, go to Evidence submitted for the developing engineer, and look for the Checksheet tab on the left side.

You have the option to score evidence 1-4 against competences of UK-SPEC. Remember that you are scoring 'overall competence' as a Chartered or Incorporated engineer for this particular piece of work only.

Go to the **Evidence** tab and click on Submitted Evidence
- Click on the Evidence Title
- Review the evidence – score evidence
- Add very brief notes/Comments

- Select: 'Accepted' or 'Return to Developing Engineer for revisions' if you want the Developing Engineer to amend the evidence and then resubmit. 'Not Accepted' should be used only in severe circumstances.
- Click on Submit review

This is automatically returned to your developing engineer.

4.2.2) When scoring evidence, the score you give at this stage is for the individual piece of work. The scores from 1-4 are auto mapped to a checksheet within the system. You cannot add or change the scores on the checksheet.

4.3) Checksheet: To view a checksheet, click My Developing Engineers, go to the *Evidence* link. Click Checksheet on the left side panel. You will notice the 1-4 scores are auto-mapped here, reflecting the development profile. Annual assessment scores will not appear in this checksheet.

5) Quarterly reports

Quarterly reports are 200-500 words long. They may be written in the first person or may be bullet points with explainers. They should be a synopsis of contribution, opportunities explored, learning outcomes from errors, failures etc.

5.1) Reviewing quarterly reports
An email will be sent to you when your developing engineer has uploaded a submission. Go to **Reports** tab and click on "Quarterly Report".
- Review the Report and add your comments - They must be positive and constructive so that is of value to your developing engineer
- Mark the report 'Accepted' or 'Return to Developing Engineer for revisions' if you want the developing engineer to amend the report and then resubmit. 'Not Accepted' should be used only in severe circumstances.
- Press SAVE.

After your review and acceptance, the report is automatically sent back to your developing engineer with a note placed on their **Noticeboard.**

6) Annual Assessments

Information in each area of competence will either be auto-mapped from evidence submissions or inserted manually by the developing engineer. Please ensure your comments are constructive and are an accurate reflection of the development of your developing engineer.

Question 4 asks you to make comments on the further development to be undertaken during the following year. This is an opportunity to meet and plan for the coming year and quarter.

After each 4th Quarter, you are required to complete the Annual Assessment. The template is generated by your developing engineer and forwarded to your account.

Go to the **Reports** tab. Click on "Annual Assessment". Read the developing engineer's evaluation of the period
- Arrange a meeting to discuss the content of the report before completing your sections to close the report

- When closing the report: Enter an appropriate assessment level from 1-4 for each competence A, B, C, D, E
- Complete 'Mentor's Report' Questions 1, 2, 3, and 4.
- Ensure your comments are an accurate reflection of your developing engineer's progress.
- Mark the report 'Return for revisions' to allow your developing engineer to amend the report and then resubmit or 'Complete' when you are satisfied.
- Click 'Save'.

Reports marked as 'Return for revisions' or 'Complete' will automatically be returned to your developing engineer.

Your co-operation in signing off reports in a timely manner is always appreciated, so that individuals can confidently move forward in their development.

7) Completion of reports and application for professional registration

When you sign off the Final Assessment Report, this generates an auto-email advising your developing engineer to make an application for professional registration.