



Form PDP-PDS

Application for the Assessment of Professional Development Schemes

This form is for use by companies or organisations seeking accreditation or re-accreditation of their Professional Development schemes. An electronic version may be obtained from the PDP website at www.pd-how2.org/. Please read carefully the accompanying GUIDELINES before completing the form and contact the selected institutions as required.

Please **tick** all boxes relevant to your application. If you are seeking joint accreditation, please put a **cross** for your chosen lead institution

This Application is made to:

<u>Institution</u>	<u>Registration Categories</u>				<u>Scheme Type</u>	
	<u>CEng</u>	<u>IEng</u>	<u>EngTech</u>	<u>CPhys/CSci</u>	<u>Company Specific</u>	<u>Institution Monitored</u>
<input type="checkbox"/> The Institution of Engineering and Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	—
<input checked="" type="checkbox"/> IMechE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/>	<input type="checkbox"/> Not available for EngTech
<input type="checkbox"/> RAeS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	—	<input type="checkbox"/>	—
<input type="checkbox"/> IoP	<input type="checkbox"/>	—	—	<input type="checkbox"/>	<input type="checkbox"/>	—

Section 1 – Applicant Information

1.1 Name of Organisation

A1 Automotive Gearboxes Ltd.

1.2 Nature of Business

A1 Automotive Gearboxes Ltd. principal activities are the design, manufacture and testing of racing gearboxes for use in motorsport. We are proud to supply Jordan Grand Prix, Arrows F1, Midland F1, Simtek and Tyrell race teams.

1.3 Title of Scheme(s)

A1 Automotive Gearboxes Ltd. Advanced Apprenticeship

1.4

Purpose and scope of Scheme(s)

Purpose:

To train and develop engineering apprentices for our manufacturing, assembly and test departments, creating a pipeline of talent.

Scope:

Apprentices join on a 3 year programme, rotating around different teams/departments, developing the skills and knowledge they need to fulfil a permanent role in the business.

The pathways available are:

- Apprentice Machinist
- Apprentice Assembly Technician
- Apprentices Test Technician

1.5

Locations/Divisions where the Scheme(s) is/are in operation

HQ address

A1 Automotive Gearboxes Ltd.,
A1 Business Park,
A Town,
UK.
A14 7UJ.

Tel No: 0987 654 3210

Fax No: 0987 654 3215

Web: www.a1gearboxes.net

Additional locations/divisions

N/A

1.6

Person(s) with ultimate responsibility for the scheme(s)

Name John Smith CEng FIMechE

Position Chief Executive Officer

Address

A1 Automotive Gearboxes Ltd.,
A1 Business Park,
A Town,
UK.
A14 7UJ.

Tel No: 0987 654 3210 Ext. 123

Fax No: 0987 654 3215

E-mail: john.smith@a1gearboxes.net

1.7 Person(s) responsible for day-to-day administration of the scheme(s)	
Name Fiona Cleminson	Position HR Training Administrator
Address A1 Automotive Gearboxes Ltd., A1 Business Park, A Town, UK. A14 7UJ.	
Tel No: 0987 654 3210 Ext. 150 Fax No: 0987 654 3215 E-mail: fiona.cleminson@a1gearboxes.net	
1.8 Management and Staff - Please list on a separate sheet with the following details:	
Name	Job Title
Location	
Institution	
Class / Grade	Any designatory letters
1.9 Detail of Candidates on the Scheme(s)	
Total number currently on the Scheme(s) CEng – IEng – EngTech – 15	If a new Scheme, how many now joining it? N/A
Average annual intake CEng – IEng – EngTech – 5	
1.10 History of the scheme(s)	
How long has the Scheme(s) been operating? (Years & Months) 4 years 6 months	
Which PDP Institutions or others have previously assessed this scheme (please tick)	
IET <input type="checkbox"/> IMechE <input type="checkbox"/> IoP <input type="checkbox"/> RAeS <input type="checkbox"/> None <input checked="" type="checkbox"/>	
Other (please specify):	
Section 2 – Accreditation/Approval Criteria	

<p>2.1 Track Record: What evidence can you provide to show that your organisation/scheme(s) has a track record for training and development and that the standards for registration can be consistently met?</p> <p>The attached documents demonstrate how we regularly assess the performance and development needs of our employees, with a specific target setting process for apprentices, to ensure they complete their NVQ/SVQ modules.</p> <p>Form QMS6255 point 3.1 'Employee Development' illustrates the importance we place on developing our people. This form also makes reference to one of our core Management Behaviour: "Challenges and Develops People to top performance", again demonstrating the importance we place on development.</p> <p>Our Advanced Apprentice Programme is run in partnership with the SEMTA Apprenticeship Service (SAS).</p> <p>SEMTA is responsible for developing Apprenticeship frameworks for the UK across the engineering and advanced manufacturing sectors. SEMTA details each of the components that make up an Apprenticeship framework at each level; including the occupational competence and technical knowledge qualification requirements. Apprenticeship frameworks also detail additional components such as transferable skills, Employment Rights and Responsibilities, Personal Learning and Thinking Skills, Essential Skills and Core Skills.</p> <p>Our SAS Apprenticeship Co-ordinator handles administration of funding, assists with recruitment and assessment centres, compliance with the requirements of the apprenticeship frameworks and assesses each apprentice to ensure they meet the required standards to successfully complete the relevant NVQ/SVQ units required for them to attain their apprenticeship.</p> <p>Document/Ref:</p> <ul style="list-style-type: none"> • Management Target Agreement QMS6255 • Apprentice Target Agreement QMS5267 • Appraisal Review Form QMS1566 	<p>Document/Ref</p>
<p>2.2 Candidate Entry: What development plans do you put in place when candidates join the scheme(s)? How do these plans take into account the current academic and professional attainment of candidates, the needs of the business and the requirements for registration?</p> <p>Candidates join us with a minimum of a Level 3 (QCF) technical certificate, typically a BTEC in Engineering, and 5 GCSEs grades A-C including Maths and English. This ensures that the knowledge qualification and functional skills requirements of each apprenticeship pathway (see attached PDF) are met before the apprentices join the business.</p> <p>Each individual is then monitored and assessed by the SAS coordinator, who reports back to the business on the progress of each apprentice including any areas that require attention (see attached example report).</p> <p>In addition, training plans are put in place as required by the specific roles, for example: Geometric Dimensioning & Tolerancing, CATIA CAD software, Abrasive wheel safety, manual handling, High Voltage and Lithium Ion battery awareness, Dimensional measurement.</p> <p>Following successful completion of Year 1 of the scheme apprentices are encouraged to pursue a further educational qualification to support their development. This is typically a 2 year part time HNC in Engineering, with day release to attend college as required.</p> <p>Following successful completion of the programme, some apprentices will then go on to study further, for example HND/Bachelors Degree, depending on the career path they wish to follow and the potential they demonstrate.</p> <p>Document/Ref:</p> <ul style="list-style-type: none"> • Sample apprentice progress report • Framework for Engineering Manufacture (note: Level 3, Pathway 3 Mechanical Manufacture p168-183 is the pathway relating to the Apprentice Machinist and Apprentice Assembly Technician roles. Level 3, Pathway 12 Automotive p305-321 is the pathway relating to the Apprentice Test Technician role). • Example training record 	<p>Document/Ref</p>

2.3

Scheme Content: Please describe the content and general pattern of the scheme. How long does it take candidates to gain a suitable profile of competence to meet registration requirements?

Qualification Title	Type & Level	Awarding body	Qualification Number
Extended Diploma in Mechanical Manufacturing Engineering	NVQ 3	EAL	600/1701/6
Extended Diploma in Engineering Technical Support	NVQ 3	EAL	600/1700/4
Mechanical Manufacturing Engineering (Mechanical Overhaul And Test)	SVQ 3	EAL	GC8M 23

Each of the 3 pathways has a bespoke rotation plan (see documents attached) ensuring the necessary skills are developed during the programme. Depending on the level of skill/knowledge required in each area these rotations vary in duration from 1 month to 6 months.

These rotation plans ensure that all the necessary NVQ/SVQ units can be completed, to allow the apprentice to successfully complete their Advanced Apprenticeship. In addition, extra units are included, thus ensuring the programme is not just about completing the minimum requirements but that it also develops the skillsets required by the business.

The content of each rotation plan is put together by the Apprentice Mentors (one for business area/pathway) who are the subject matter experts in each area. The Apprentice Mentors also meet with HR and SEMTA to discuss the progress of the apprentices and any improvements that need to be made to the programme.

Document/Ref:

- Rotation plan and unit map

Document/Ref

2.4

Candidate Completion: What roles do candidates undertake on successful completion of the scheme(s)?

- Machinist
- Assembly Technician
- Test Technician

Document/Ref

<p>2.5 Learning Environment: What evidence can you provide to show that your organisation has a learning environment that is generally conducive to professional development?</p> <p>As a business we have a number of policies, processes and resources in place to support a learning environment. Our course sponsorship policy also includes a clause relating to professional memberships: <i>"... the company will pay the annual subscription for any one professional membership that is relevant to the employee's job or a training course that they are undertaking".</i></p> <p>We have an active IMechE MPDS scheme with numerous Chartered members in the business.</p> <p>We provide an online Training Portal offering access to both face to face learning and elearning (see attached screenshot) covering technical skills, ICT and interpersonal/soft skills.</p> <p>We sponsor high potential employees through further/higher education, for example HNC, HND, BSc/BEng, CIMA, ACCA, CIPD, CIPS.</p> <p>Document/Ref:</p> <ul style="list-style-type: none"> • IPD005 Course Sponsorship Policy • Screenshots of Training Portal 	<p>Document/Ref</p>
<p>2.6 Candidate Support: What form of support do you provide for candidates aiming to become registered?</p> <p>Each apprentice has an Apprentice Mentor in their department, the SAS Apprenticeship Co-ordinator, their line manager and HR (Employee Development Manager) available to discuss their development.</p> <p>In addition, where required HR will co-ordinate internal learning support. For example, when studying Mechanical Principles for their HNC the 2nd year apprentices were supported by our Graduate Engineers with out-of-hours revision workshops.</p> <p>Where applicable, we give apprentices time off to study for further educational qualifications. With Approved Status and their access to free Student membership:</p> <ul style="list-style-type: none"> • Apprentices will be given access to Professional Registration workshops, presentations and training days to help them understand their current position and the different registration routes available. • They will be able to access the support and resources available as Affiliate Members of the IMechE whilst on the scheme. This is via an annual presentation by IMechE staff to sign up candidates. • At the end of the scheme our apprentices will have access to a workshop hosted by the IMechE to assist them with completion of their EngTech Application for full Registration. • Regular visits are made by the IMechE business development team to support with specific and individual support and guidance. • Apprentices will also have access to the events, lectures and seminars provided by local IMechE members and committees to help them develop their professional networks. 	<p>Document/Ref</p>

<p>2.7 Candidate Assessment: How (and how often) do you assess the competence and performance of candidates on the scheme(s)?</p> <p>At the end of each rotation a review is carried out by the apprentice's line manager. Each rotation has specific learning objectives linked to the apprentice's on-going progress with their NVQ/SVQ units. In addition, the review measures the apprentice's performance against our company behaviours (Enthusiasm, Quality of Work, Innovation, Accountability, Communication, Organisation and Initiative – see attached Company Observable Behaviours guide).</p> <p>SEMTA Apprenticeship Services conduct 6 weekly reviews with each apprentice, observing them in the workplace to ensure they are meeting the required competency standards to pass their NVQ/SVQ units.</p> <p>Document/Ref:</p> <ul style="list-style-type: none"> • Example Apprentice rotation review • Company observable behaviours guide 	<p>Document/Ref</p>
<p>2.8 Candidate Records and Scheme Documentation: Please outline what kind of records candidates must keep and how the scheme(s) is/are documented.</p> <p>Each apprentice has a log book (see attached examples) which allows them to record evidence of their work for each NVQ/SVQ module.</p> <p>The log book is then reviewed by SAS, a report is produced and filed in the employee's personnel file. Performance Reviews, carried out by the line managers after each rotation, are kept on file for each apprentice.</p> <p>Document/Ref:</p> <ul style="list-style-type: none"> • Log book example 	<p>Document/Ref</p>

<p>2.9 Scheme Co-ordination and Quality: Please explain how the scheme(s) is/are co-ordinated and what monitoring, feedback, evaluation and quality assurance procedures are in place.</p> <p>The scheme is co-ordinated centrally by HR with the support of the Apprentice Mentors. This includes:</p> <p>Recruitment – advertising with targeted colleges (usually rated 'Outstanding' by OFSTED) and on the National Apprentice Website. Applications are shortlisted based on the minimum of a Level 3 qualification at Merit or Distinction and 5 GCSEs grade A-C. These are then sifted by the Apprentice Mentors and Senior Managers. Candidates are then invited to a 1 day assessment centre including a technical interview, and team tasks.</p> <p>Scheme structure – Apprentice Mentors meet with the SAS co-ordinator to select the NVQ units required for each pathway plus any additional required by the business. Apprentice Mentors then draw up rotation plans which are submitted to HR. Technical training is also provided (e.g. CAD, Geometric Dimensioning & Tolerancing, High Voltage safety etc).</p> <p>Monitoring and feedback – SEMTA conduct 6 weekly progress reviews with the apprentices, providing a progress report to HR, which is then passed on to the senior manager in each area. Performance reviews are carried out by line managers at the end of each rotation.</p> <p>Continuous Improvement – Apprentice Mentors and HR meet quarterly to discuss the progress of the apprentices and any improvements that need to be made to the scheme.</p>	<p>Document/Ref</p>
<p>2.10 Risk Factors: How do you ensure that the scheme remains effective over time and that the reasonable expectations of participants and other stakeholders continue to be met?</p> <p>The Apprentice Mentors and HR meet quarterly to discuss the effectiveness of the scheme.</p> <p>Additional meetings are held with the Directors to ensure the needs of the business are being met.</p> <p>Recruitment numbers are driven by these consultations and HR analysis of the age profile of the target department to ensure risks to business continuity are mitigated.</p> <p>Apprentice Mentors have regular contact with the apprentices in their area to ensure that any concerns are dealt with. All apprentices receive a comprehensive company induction covering topics such as further education and the review process. They also receive an induction from SEMTA explaining the evidence requirements for their apprenticeship portfolio.</p> <p>To remain competitive in our industry we need to recruit highly talented individuals. To encourage applications from the highest calibre candidates an Apprentice Award Scheme has been introduced with 11 target colleges, this offers their 'student of the year' (from a pool of all Level 3 students on courses at that college that are recognised in the frameworks) the following:</p> <p>£500 prize 1 week's work experience Guaranteed place at the assessment centres.</p> <p>Students are selected based on grade achievement, attitude and attendance metrics</p>	<p>Document/Ref</p>

Section 3 – List of Attachments

This space is for listing any supplementary material attached to your application, e.g. scheme manual, training records etc, as supporting evidence for all aspects of Section 2.

1. Management Target Agreement QMS6255
2. Apprentice Target Agreement QMS5267
3. Appraisal Review Form QMS1566
4. Company Observable Behaviours Guide
5. Sample SAS apprentice progress report
6. Framework for Engineering Manufacture
7. Rotation plans and unit maps
8. IPD005 Course Sponsorship Policy
9. Screenshots of Training Portal
10. Example Apprentice review
11. Log book example
12. Apprentice Award Scheme application form
13. Example training record

Section 4 - Checklist and Declaration	
4.1 Section 1 completed ✓ Section 2 completed ✓ Section 3 completed ✓	
4.2 Fees The institutions have different fee structures associated with accreditation and monitoring of candidates. Fee information is detailed on a separate sheet available from each institution if not included with the Application Guidelines.	
4.3 Declaration <p>This must be signed by the Chief Executive or other person having the authority to allocate the resources required to support the scheme(s).</p> <p>By submission of this application the Company agrees to honour its commitment for the professional development of candidates and pay the accreditation fees due to the relevant institutions. The Company is also giving assurance that qualified staff and resources are available to support the Scheme(s).</p> <p>The Company is responsible for ensuring that all relevant personnel involved with the development of the candidates are fully aware of this application and the Partner institutions' requirements. Accreditation/approval is subject to review at any time and may in exceptional circumstances be withdrawn; this would only be implemented after extensive discussions between the Company and the accrediting professional bodies.</p> <p>It is a condition of accreditation/approval that any significant changes which could affect this scheme(s) must immediately be notified in writing to the accrediting institutions. This includes changes in key personnel. In addition, the accrediting institutions require an Annual Self-Assessment of the Scheme(s) by the Company/Organisation, identifying any developments and providing targets for improvement.</p> <p>On behalf of the named organisation, I apply for accreditation/approval of the professional development scheme(s) described in this document. I have read the notes above and understand and accept the implications of making this application.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Name John Smith</p> <p>Position Chief Executive Officer</p> </div> <div style="width: 45%;"> <p>Signature <i>J. B. Smith</i></p> <p>Date 01/01/2001</p> </div> </div>	

Office Use Only		
Date received	Visit Date	Scheme Number
Multi Site	Joint Visit	Follow-up required
Committee Date	Decision	Audit Type
SAR due		