

Improving the world through engineering

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 intended 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) Timely submission/compulsory reporting: 3 Quarterly reports are followed by an annual assessment in Years 1 & 2, followed by a Quarterly report in Q2 and an Annual Assessment in Q4 for Years 3 & 4. Developing Engineers can begin their IPD reports at any year and any quarter, although we would recommend that they begin at Y1 Q1 and apply for Professional Registration when both you and the DE feel they are ready and have met the Competences for UK-SPEC.

1.4) 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 'Log in: **My account**' near the top of the page
- Enter your username/password and the 4-character captcha code, or click on 'register now', if you are not registered
- The Career Developer can be accessed from the Blue box titled '**Your Professional Development**'
- Click on MPDS/SRS Tools for Mentors, 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 home page. Here you will find tabs to all the main sections; Summary, Quarterly report, Annual assessment, Plan, Evidence and List of Competences.

Under the title **Developing Engineers** you will find a list of developing engineers assigned to you. If your developing engineer is not showing, email mpds@imeche.org and let us know, so we can link you.

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

TABS	DEVELOPING ENGINEER'S actions	MENTOR actions
Quarterly Reports (Compulsory)	Submit 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 Developing Engineer and the professional review interview panel. Accept/Return submission

Annual Assessment (Compulsory)	Create Annual Assessment: When Evidence has been submitted the competences autogenerate to the report. If no evidence has been submitted, then manually type into the Competence boxes A - E. Adds a personal evaluation of the year before submitting to Mentor.	Review Annual Assessment + Summary: On the <i>Details and Competences</i> section, score competences 1-4 for A – E. In the <i>Mentor's Report</i> section, 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.
Plans (Optional)	Prepare / Edit / Submit Plan: Write in your objectives for the quarter. Click to add the competences from the UK-SPEC tick list.	Review the Plan: Add comments or notes (optional) Accept/Return submission.
Evidence (Optional)	Evidence Summary/ Submit Evidence: Add the relevant UK-SPEC competences you have achieved. These will autogenerate into your quarterly report and annual assessment. Maximum of 5 pieces of Evidence per quarter.	Review Evidence Submitted: Score Evidence (optional) Please note that if you score evidence, you MUST click on the 'Update Score' button. Add Notes or Comments Accept/Return submission.
List of Competences	Summary of Competences: Shows summary of assessment scores by competence by year.	Summary of Competences: Shows summary of assessment scores by DE, by competence by year.

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. Any Plan requiring review will be listed. To see all plans, click on the down arrow next to 'Action Required' to show **All** submissions. A list of all Plans submitted by your developing engineer(s) will be displayed, together with the status of the Plan. To review a Plan:

- Click on the DE name
- Check that you are happy with the objectives and competences chosen by your developing engineer
- Add your comments or feedback in the **Mentor's Comments** box then click 'save'
- Then click on either 'Accept Submission' or 'Return Submission'.

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' **Evidence Competence Report** acts as a gap analysis to show where further development may be required. To see the Competence Report, select the DE from the list of Developing Engineers. Click Evidence Competence Report (in the blue box).

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 Evidence only.

Go to the **Evidence** tab

- Click on the DE's name
- Review the evidence
- Score evidence, remember to click on 'Update Score'
- Add very brief notes/Comments
- Click on 'Save'
- Select: 'Accept Submission' or 'Return Submission' if you want the Developing Engineer to amend the evidence and then resubmit.

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 Evidence Competence Report within the system. You cannot add or change the scores on this report.

4.3) Evidence Competence Report: To view a Competence Report for a DE, select the DE from the list of Developing Engineers. Click Evidence Competence Report (in the blue box). You will notice the 1-4 scores are auto-mapped here, reflecting the development profile. Annual assessment scores will not appear in this report.

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. This can be access from the list of Actions on the Summary Tab or from the **Quarterly report** tab under Action Required.

- Review the Report and add your comments - They must be positive and constructive so that is of value to your developing engineer
- Click on 'Save'
- Click on 'Accept Submission' or 'Return Submission' if you want the developing engineer to amend the report and then resubmit.

After your review and acceptance, the report is automatically sent back to your developing engineer with an automatic email sent to them. The DE will be able to progress to the next quarter until this report is accepted.

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.

From the **Details and Competences** heading, you can review and score the Competences claimed.

Under the heading Mentor's Report, 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.

At the end of each Quarter, you are required to complete the Annual Assessment. The template is generated by your developing engineer and forwarded to your account.

The Annual Assessment can be access from the list of Actions on the Summary Tab or from the **Annual assessment** tab under Action Required. 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.
- Click 'Save'
- Click on 'Return submission' to allow your developing engineer to amend the report and then resubmit or 'Accept submission' when you are satisfied.

Reports marked as Return/Accept submission 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. The DE will be able to progress to the next quarter until this report is accepted.

7) Completion of reports and application for professional registration

When you sign off the Final Assessment Report, the developing engineer is ready to make an application for professional registration.