

**MONITORED  
PROFESSIONAL  
DEVELOPMENT  
SCHEME AND CAREER  
DEVELOPER TOOLKIT  
MENTORS.**

Institution of  
**MECHANICAL  
ENGINEERS**

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## **ABOUT THE MONITORED PROFESSIONAL DEVELOPMENT SCHEME (MPDS)**

MPDS is a scheme for graduate engineers seeking professional registration as Chartered or Incorporated Engineers. Companies adopting the MPDS make a commitment to develop their engineers from their first placement to their professional registration, through a disciplined sequence of quarterly reports and annual assessments that must meet the competences set out by the Engineering Council's UK Standard For Professional Engineering Competence (UK-SPEC).

## **ABOUT CAREER DEVELOPER**

Career Developer is the Institution of Mechanical Engineers' (IMechE) online tool that allows Developing Engineer to chart their progression towards professional registration. Under the MPD Scheme, the Developing Engineer will submit Quarterly Reports and Annual Assessments which meet planned objectives to be scored against the UK-SPEC.

## **YOUR ROLE**

As an MPDS Mentor, you represent the IMechE and the Engineering Council, as well as your company and its accredited MPD Scheme. Using UK-SPEC, you'll aid the development of competent engineers and ensure best practice engineering for the future.

## **As a mentor, you must:**

- 1** Register as an MPDS Mentor with us.
- 2** Maintain Chartered or Incorporated Engineer status with the Engineering Council.
- 3** Familiarise yourself with the MPD Scheme and its reporting requirements, as well as the UK-SPEC competence framework.
- 4** Ensure your Developing Engineer is registered on the Scheme, and that you both have access to Career Developer.
- 5** Maintain regular face-to-face meetings with your Developing Engineer to discuss and agree development plans, and to explore opportunities to bridge skills and knowledge gaps.

In some specific circumstances where there is a shortage of CEng/IEng or other professionally registered mentors, it may be appropriate for someone else within your company to mentor the Developing Engineer. In these cases, a Delegate Mentor is assigned to be responsible for the day-to-day mentoring of the graduate, reporting in to the registered MPDS mentor. More information on Delegate Mentors can be found [here](#).

Read the mentor/mentee contract [here](#).

# GETTING STARTED WITH CAREER DEVELOPER

## REGISTRATION

Developing Engineers must complete an IMechE MPDS registration form to be formally registered on the Scheme. Engineers may record previous experience on this application – those working towards IEng can claim up to 52 weeks previous experience, while those working towards CEng can claim up to 78 weeks – which must then be approved by you, by reviewing the evidence and signing the registration form.

Once registered, Developing Engineers must maintain continuous membership of IMechE or another Professional Engineering Institution (PEI) and be mentored by a registered MPDS mentor with CEng or IEng membership of the IMechE or another PEI. If you are no longer able to mentor your engineer or you or your Developing Engineer transfer to a new company, please complete the MPDS Transfer form available [here](#).

## OVERVIEW

Career Developer has many features that allow Developing Engineers to record their Initial Professional Development (IPD) as effectively as possible. The tool can be used to simply submit the compulsory MPDS Quarterly Reports and Annual Assessments, or as a more fulfilling development programme with the capability to plan, record and provide evidence against competences. The documents regularly submitted for your approval form part of the application for professional registration and should be supported by regular face-to-face meetings with your Developing Engineer.

As mentor, you are expected to review each submission within two months. Your valuable feedback provides the 'monitored' aspect of MPDS, and without your response the Developing Engineer cannot claim MPDS as a route to professional registration.

The Developing Engineer is scored against five main areas of competence. The compulsory Quarterly Reports and Annual Assessments must be planned effectively in order to meet the requirements set out by the Engineering Council. UK-SPEC can be used to determine the progression and competence of the engineer in a non-prescribed way.

For examples of submissions and how to score submissions, see our exemplars online for reference.

## SCORING FOR UK STANDARD FOR PROFESSIONAL ENGINEERING COMPETENCE (UK-SPEC)

There are four levels of scoring at your disposal when assessing your Developing Engineer(s) as Chartered or Incorporated Engineers:

### Level 1 Aware

- Performs the activity with significant supervision and guidance
- Performs basic routine and predictable tasks
- Little or no individual responsibility

### Level 2 Familiar

- Performs the activity in a range of contexts
- Supervision only required in more complex circumstances
- Some individual responsibility or autonomy

### Level 3 Skilled

- Performs the activity in some complex and non-routine contexts
- Significant responsibility and autonomy
- Can oversee the work of others

### Level 4 Expert

- Performs the activity in a wide range of complex and non-routine contexts
- Substantial personal autonomy
- Can develop others in the activity

## HOW THE SCORES WORK

Each compulsory Annual Assessment that your Developing Engineer submits must be graded using the above levels, based on the UK-SPEC's five competences.

Many mentors use 'overall competence as a professional engineer' as their guideline for scoring competence during the Scheme, showing the Developing Engineer's progression in development. IMechE then assesses the final scores you award your Developing Engineer once they have completed MPDS to decide whether registration is appropriate. Your Developing Engineer should be achieving three level 3s and two level 2s before applying for professional registration.

# HOW TO ACCESS CAREER DEVELOPER

## ACCESSING CAREER DEVELOPER IS SIMPLE

Log in to your account at [here](#) or enter your IMechE username and password in the log in fields in the top right hand corner of any page of the IMechE website. Then click 'MPDS' in the left hand menu. If you have any trouble logging in to Career Developer, email [mpds@imeche.org](mailto:mpds@imeche.org)

Once logged in, you will need to complete your Training Details to ensure that your company's scheme meets our accreditation. You should include the date and type of any UK-SPEC and MPDS mentoring training that you've undertaken.

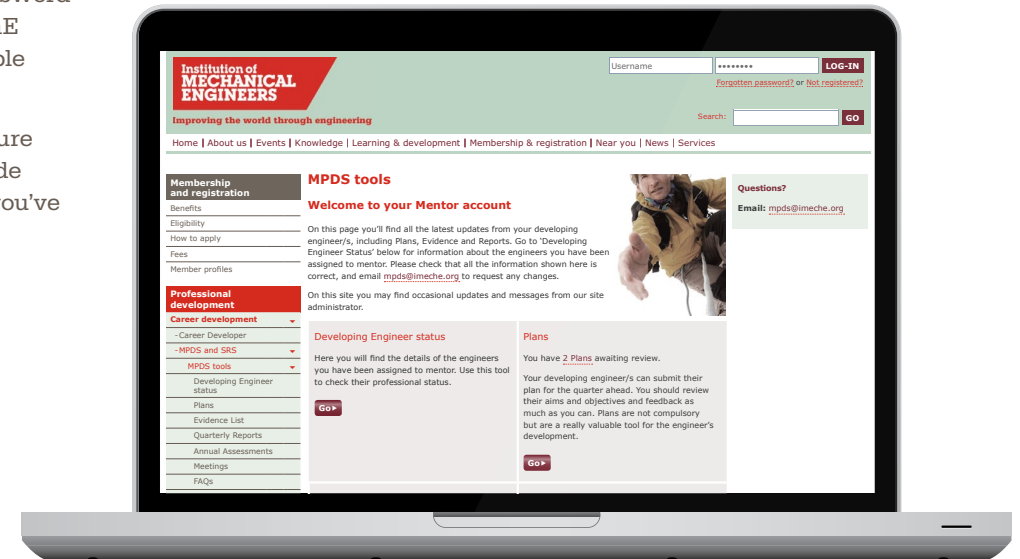
### Your assessment tools

- Developing Engineer status
- Plans
- Evidence List
- Quarterly Reports
- Annual Assessments
- Meetings

These areas allow you to review and respond to your Developing Engineer's submissions. The landing page will show if you have any outstanding submissions awaiting review within each area. Simply click on the relevant link to be taken to the review tool.

The Developing Engineer status page shows the engineers assigned to you and the levels they are working towards. If your Developing Engineer is not showing, email [mpds@imeche.org](mailto:mpds@imeche.org) and let us know so we can connect you.

It is highly important that your Developing Engineer develops a good reporting style through regular submissions. By building a record of competence, they are demonstrating their skills and knowledge base, which will be used as part of the application for professional registration.



# OPTIONAL SUBMISSIONS

## REVIEWING PLANS AND EVIDENCE

An automatically generated email will be sent to you when your Developing Engineer uploads submissions for review. Log in to your MPDS account and make sure you review the items in the order shown in this toolkit. This ensures that that everything maps over correctly to the Quarterly Report and Annual Assessment.

### REVIEWING PLANS

Whilst creating Plans are optional, they can add valuable content to your Developing Engineer's reports and are highly recommended in their third and fourth years. Developing Engineers submit one plan per quarter to outline the aims, objectives and competences they intend to cover.

#### To review a Plan

- 1 Click on the Plans tab to show a list of submitted Plans waiting for your review.
- 2 Click on the Plan title to review it.
- 3 Check that you are happy with the objectives and competences chosen by your Developing Engineer.
- 4 Select a status using the radio buttons. If you're happy with the Plan, choose 'Accepted'. If you feel the Developing Engineer needs to make some changes, select 'Return' and provide some feedback in the comment box.
- 5 Click 'Submit' to save, accept or return the Plan.

Your Developing Engineer will proceed with their development plan or amend the Plan as you have suggested, then resubmit it. This ensures objectives are clearly stated, achievable, timely and measurable against UK-SPEC.

## REVIEWING EVIDENCE

Your Developing Engineer may or may not choose to submit evidence of how they've met their competences through activities such as taking on a team leader role, investigating possible causes of failures, making recommendations on quality and risk or preparing findings for reports.

Often, evidence of particular projects is confidential. If you find commercially sensitive information has been submitted, call us on **0845 226 0211** or email us at [mpds@imeche.org](mailto:mpds@imeche.org) so we can delete it. Personal items and non-sensitive items, such as appraisals, can be uploaded.

You do not have to score evidence that has been submitted but it may help your Developing Engineer recognise any areas they need to work on. Approval of evidence is mandatory. By approving an evidence submission, you are confirming that any competences they have assigned the evidence to have been met.

#### To score Evidence

- 1 Go to the Evidence List area. Click on the title of any evidence awaiting review.
- 2 Review the evidence and assign each competency a score from 1-4 if you wish. Remember, you are scoring 'overall competence' as a Chartered or Incorporated Engineer for this particular piece of work only.
- 3 Select a status for this submission using the radio buttons. If you're happy with the Evidence, choose 'Accepted'. If you feel the engineer needs to make some changes, select 'Return' and provide some feedback in the comment box.
- 4 Click 'Submit' to save, accept or return the Plan.

Your review will be automatically returned to your Developing Engineer and will also populate their Competency Checksheet. This checksheet is a useful 'at a glance' analysis which shows the competences covered by the Developing Engineer and those still needing to be addressed.

# COMPULSORY SUBMISSIONS

## REVIEWING QUARTERLY REPORTS

You must monitor your Developing Engineer on a regular basis via their Quarterly Reports. Make sure you sign off reports at quarterly intervals to meet your MPDS mentor commitment. Several reports logged together shows IMechE and the Engineering Council that monitoring has lapsed and regular feedback has not been provided – if this is the case, Developing Engineers may not be able to use MPDS as their route to professional registration.

Quarterly Reports are 200–500 words long per section, and can be written in the first person or as bullet points. They should be a summary of contribution, opportunities explored and learning outcomes from errors and failures.

Competence is further monitored through the Annual Assessment, an overview of the year's achievements. Your comments provide positive and constructive feedback as well as the assessment levels against UK-SPEC.

### To review a Quarterly Report

- 1 An email will be sent when your Developing Engineer has submitted a Report for you to review.
- 2 Go to the Quarterly Reports tab and click a title to review it.
- 3 Review the content using the tabs along the top of the page.
- 4 Select a status for this Report using the radio buttons. If you're happy with it, choose 'Accepted'. If you feel the engineer needs to make some changes, select 'Return'.
- 5 Next, provide some feedback in the comment box. This feedback is compulsory and must be positive and constructive so that it is of value to your Developing Engineer.
- 6 Then click 'Submit' once you have finished your review.

A Developing Engineer can amend a Quarterly Report if you have returned it to them for revisions. Once it has been resubmitted to you, they will not be able to delete it as a permanent record and audit trail has been created.

If Plans and Evidence were submitted, the system automatically adds the competences and evidence summaries into the Quarterly Report. It is important to review Plans, Evidence and Reports in this order so that the information can automatically generate into the Annual Assessment. Once you have approved a Quarterly Report, the Engineer will not be able to add evidence retrospectively.

## COMPULSORY SUBMISSIONS

### REVIEWING ANNUAL ASSESSMENTS

Annual Assessments are due at the end of every fourth quarter (including any covered by previous experience) and must be completed within two months of this date.

At the end of each fourth quarter, you need to complete the Annual Assessment. It is generated by the Developing Engineer and forwarded to you to review; this pulls together the year's submissions as an accurate reflection of the MPDS development of the Developing Engineer. It is also an opportunity to meet and plan for the coming year and quarter.

#### To review an Annual Assessment

- 1 Go to the Annual Assessments tab and click on the title of the submission awaiting review.
- 2 Read the Developing Engineer's evaluation of the period and then arrange a meeting with them to discuss the content of their report.
- 3 When closing the report, enter an appropriate assessment level from 1–4 for each competence.
- 4 Answer the four questions under 'Mentor's Report', making sure your comments are an accurate reflection of your Developing Engineer's progress.
- 5 Select a status for the Annual Assessment using the radio buttons. If you're happy with it, choose 'Complete'. If you feel your Developing Engineer needs to make some changes, select 'Return'.
- 6 Then click 'Submit' to return it.

Annual Assessments must be completed before the first Quarterly Report of the next year. The Career Developer tool will not prevent this but you are asked to review submissions on time to aid your Developing Engineer's progression. Plans and Evidence can be submitted for the next quarter but further Quarterly Reports should not be added until the previous Annual Assessment is completed.

### RECORDING MEETINGS

Throughout your Developing Engineer's IPD, it is essential you discuss their progress and objectives. You should try and meet with your Developing Engineer as often as possible, but we recommend meeting at least once a quarter to help keep them on track.

### COMPLETING MPDS

MPDS is not time-serving but Chartered Engineer applicants should aim for at least four years of IPD, with at least two and half years on MPDS. Incorporated Engineer applicants should aim for at least three years of IPD, with at least two years on MPDS.

When your Developing Engineer has finished their IPD and reached an appropriate level of competence within UK-SPEC for CEng or IEng, you should acknowledge this by ticking the Final Annual Assessment checkbox within the last Annual Assessment. If you feel your Developing Engineer is not quite ready for registration, advise them to continue their MPDS development activity, maintaining Quarterly Reports until they have the appropriate levels of professional competence. The system will automatically allow your Developing Engineer to continue reporting into the next year.

### APPLYING FOR PROFESSIONAL REGISTRATION CEng MIMechE or IEng MIMechE

When your Developing Engineer is ready to apply for professional registration and full membership, they should complete the online application form available within the Career Developer tool.

#### For any membership enquiries

email [membership@imeche.org](mailto:membership@imeche.org) or call 0845 226 9191