

JOINT BOARD OF MODERATORS

Employer-Managed Work-Based Further Learning Programmes for Completion of the Educational Base for a Chartered or an Incorporated Engineer.

Guidance for JBM External Verifiers Undertaking a Monitoring or Audit Visit

1. Introduction

- 1.1 When the programme was originally approved, the organisation was advised that any extension in approval would be as the result of a monitoring meeting after one year and the follow-up audit visit, when the first candidates have completed the programme.
- 1.2 The guidelines document you need to refer to is “Employer-Managed Work-Based Further Learning Programmes for Completion of the Educational Base for Chartered or Incorporated Engineer”. As programmes are approved for a 5 year period, the organisation should expect to be subject to at least one audit visit over the duration of this programme. In some cases, a visit may be arranged to coincide with completion of the approved programme by the first candidate, if this occurs before the audit visit is due
- 1.3 The purpose of the monitoring meeting is to enable the JBM to assess how the organisation is progressing with the implementation of its Programme, to contribute towards the external verification process and advise the company on best practice. The monitoring or audit Visit Team will be asked to make a recommendation to the JBM regarding extension of approval, based on their findings during the visit.
- 1.4 The purpose of the audit visit is to enable the JBM to assess how the organisation has progressed with the implementation of its programme, to report on any updates to the programme that have been made following the monitoring meeting and to advise on best practice.
- 1.5 The monitoring meeting/audit visit will be undertaken by two External Verifiers (one academic member and one industrial representative who are familiar with ‘M’ level work of undergraduate students for CEng candidates and ‘I’ level work for IEng candidates and Employer-Managed Programmes). You will be accompanied by a member of the JBM Secretariat. A report on the monitoring/audit visit will be prepared for the consideration of the Further Learning Sub-Committee of the Joint Board of Moderators.

2. General Administration

- 2.1 Ideally, you will meet prior to the meeting on that day to discuss the main areas to be considered during the Monitoring/Audit visit.

Accommodation will only be arranged for an audit visit if it is difficult for the Team to get to the offices on the morning of the visit. If this is necessary, the organisation will be asked to arrange suitable accommodation in a hotel near the offices and to inform the Secretariat of the booking details.

- 2.2 Monitoring Meeting

Prior to the monitoring meeting you will be provided with a copy of the Employer-Managed Further Learning Programme and any subsequent correspondence highlighting any changes to the FLP. This initial monitoring meeting will be on the basis of the organisation’s original submission, which had been developed in line with the principles outlined in the document

‘Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for Chartered or Incorporated Engineer.’

As part of the monitoring meeting, you will need to ensure that the organisation has addressed all the recommendations made by the External Verifiers/Further Learning Sub-Committee following the original application.

Please note that monitoring meetings are usually held at the ICE on the morning prior to a Further Learning Sub-Committee meeting. The organisation should be given immediate verbal feedback following the monitoring meeting. The Secretariat will then provide the organisation with informal notification of the outcome of the Sub-Committee meeting.

During the meeting, the Team will review candidates’ portfolios of evidence to assess how the Learning Outcomes are being met

2.3 Audit Visit

At least six weeks prior to the Audit visit you will be sent by the Secretariat a copy of the following documentation: -

- A copy of the current Employer-Managed Programme
- A copy of the original Employer-Managed Programme
- A copy of any Company FL Programme handbooks or further guidance given to candidates
- Details of any changes to the Programme since its original approval
- A list of trainees enrolled on the Programme and their current status (i.e. Year one candidate, Year 2 candidate etc and of those that have completed the Programme)
- Details of the Supervising Engineer/s and your Internal Verifier and notification of any changes since the original application
- A copy of any internal review reports and a summary of meetings between the candidate and Assessor/Internal Verifier
- Brief CVs of all SEs, Assessors and Internal Verifiers
- Individual Learning Plans of the completed candidate/s and a sample (no more than 3) of Plans for current candidates
- Details of arrangements for the visit, including the final agreed timetable, a list of attendees, directions to the office and accommodation, if required
- Any relevant previous correspondence and a copy of the previous monitoring/audit reports

As part of the audit visit you will need to ensure that the organisation has addressed all the recommendations made by the Team following the monitoring meeting.

The audit visit will be on the basis of the current Employer Managed Further Learning Programme, which has been developed in line with the principles outlined in the document ‘Guidelines for Employer-Managed Work-Based Further Learning Programmes for completion of the Educational Base for Chartered or Incorporated Engineer.’

During the visit, the Team will review candidates’ portfolios of evidence to ensure that the necessary Learning Outcomes have been signed off. The portfolios should also include reflective statements.

3. Timetable

The timetable for an audit visit and a monitoring meeting is different and this will be sent to you before the visit by the JBM Secretariat.

Monitoring meetings are normally scheduled to take place at the ICE before the meeting of the Further Learning Sub-Committee in the afternoon.

The timing of the audit visit will depend on the location of the company and the ease of travel of the External Verifiers i.e. an overnight stay before the audit would mean that the visit starts at 9.00 am, if the Team can travel to the organisation that morning, audit visits can start at either 10.30 am or 11.00 am.

3.1 **A sample timetable for an audit visit is given below:**

External Verifiers travel to the Company being audited.

00.00 Welcome

00.00 – 00.30 Private meeting of External Verifiers in Team Room

The aim of this meeting is to confirm the approach to the day's activities.

00.30 – 01.15 Meeting and presentation to External Verifiers.

The organisation will make a short presentation, which outlines the aims and objectives of the Further Learning Programme and highlights any changes that have been made to the programme since the original approval (and monitoring meeting if this is an audit visit). If the programme incorporates some taught modules offered at a particular university or college, ideally a representative from this establishment will also be present for this part of the discussion.

During the day, you should be willing to discuss with the organisation any changes they are planning to make to their programme.

01.15 – 02.30 Private meeting of External Verifiers to review examples of candidates' work in the Team room

You will need to undertake an inspection of examples of candidates' approved learning plans, assessment of prior learning, verification reports and portfolios of information.

It is the role of the External Verifiers to ensure that the candidates reach the required output standards. It is not their role to re-mark the work of the Supervising Engineer but to verify that the correct procedures have been followed and that the programme is enabling candidates to meet all the requirements of an approved Further Learning programme.

This review must ensure that the Learning Outcomes have been adequately covered and that they have extended the candidates' existing knowledge beyond their Bachelor degree or HNC/D/FD level and can be assessed as being at the appropriate level for CEng and IEng candidates. The level that is to be assessed is Masters level outcomes for CEng candidates and Degree level for IEng candidates.

You should also consider any arrangements in place for internal audits/monitoring that ensure that all Supervising Engineers reach a commonality of assessment standards and confirm whether staff involved have attended any JBM or in-house assessment training sessions

You will need to explore any internal verification processes that are in place.

02.30 – 03.30 Meeting of External Verifiers with Candidates enrolled on the FL Scheme

A meeting with a random selection of candidates enrolled on the programme, including trainees who have recently completed the Further Learning Scheme. You will need to explore with the candidates any issues they have identified surrounding the operation of the programme, opportunities for feedback and monitoring, for example, if the SE is based in one office and the trainee in another or even overseas, how does the mentoring work in reality; could things be improved?

03.30 – 04.00 Private meeting of External Verifiers to include Working Lunch

Working lunch to enable the External Verifiers to summarize their findings from the morning's session and continue with their review of the candidates' portfolios if necessary.

04.00 -04.45 Meeting with Supervising Engineers

A meeting with the approved Supervising Engineer/s, Assessor and Internal Verifier for that company to discuss the various aspects of the programme and any issues identified from the review of candidates' portfolios of evidence.

04.45 – 05.15 Private meeting of External Verifiers

The Visit Secretary will need to ensure that **all** elements of the JBM Visit Team Monitoring/Audit Checklist are completed, that the Team Leader has signed this copy and included a statement on what evidence was reviewed. Any recommendations to the organisation and the JBM must also be agreed in this session and included in the Checklist.

There are a number of recommendations that you can agree:

- Agree that the programme/s is operating at the appropriate level and agree to extend approval of the programme, providing that it meets the spirit of UK SPEC.
- Identify those areas of the programme/s that are not operating at the appropriate level and which need to be strengthened before an extension of approval can be confirmed.
- Identify those areas of the programme/s where improvements can be made as the Programme/s is/are developed

These recommendations should be divided into two sections as follows:

a '**recommendation**' is intended to assist the organisation and is directed to programme enhancement. It does not require implementation in order for approval to be conferred. For example, the Team may feel that the Company could do something in a more efficient way or it may be practice from elsewhere that the organisation may benefit from exploring. After consideration, the recommendation, may or may not be acted upon.

a '**requirement**' is something that must be completed in order for the JBM to consider conferring approval. This will normally be reported on by the organisation in an action plan and there will be a deadline for its implementation.

05.15 –05.30 Final meeting with organisation representatives and depart.

A short meeting to allow the Reviewers to give any feedback to the organisation about the day.

3.2 A sample timetable for a monitoring meeting is given below:

The Company travels to the ICE

00.00 Welcome

00.00 – 00.30 Private meeting of External Verifiers in Team room,

00.30 – 01.00 Meeting and presentation to External Verifiers.

The Company will make a short presentation, which outlines the aims and objectives of the Further Learning Programme and highlights any changes that have been made to the Programme since the original approval. If the Programme incorporates some taught modules offered at a particular University or College a representative from this establishment/s should also be present for this part of the discussion. The presentation should also demonstrate how the Further Learning and Initial Professional Development Objectives are met and distinguished.

01.00 – 02.00 Private meeting of External Verifiers to review examples of candidate work in Team room

Please provide examples of the candidates' approved learning plans, assessment of prior learning, verification reports and portfolios of information.

02.00 – 02.30 Meeting of External Verifiers with Candidates enrolled on the FL Programme

Please arrange for some a random selection of candidates enrolled on the Programme, to meet with the External Verifiers.

02.30 – 03.00 Meeting with Supervising Engineer/s

Please arrange for your Supervising Engineer/s and Internal Verifier to be available to meet with the External Verifiers.

03.00 – 03.45 Private meeting of External Verifiers

Working lunch to enable the External Verifiers to summarise their findings from the morning's session and produce a report for the Further Learning Sub-Committee.

03.45 – 04.00 Final meeting with Company representatives and depart.

This is a short meeting to enable the External Verifiers to give any feedback to the Company representatives about the day.

4. Preparation of Monitoring /Audit Visit Report

- 4.1 A monitoring/audit visit report will be prepared by the Visit Secretary ideally within two weeks of the meeting/visit and submitted to you for approval (firstly to the Team Leader) before being submitted to the organisation being audited for factual correction.
- 4.2 The final version of the report will be submitted to the JBM Further Learning Sub-Committee for comment before being considered at the next JBM Board meeting. Any recommendations will then be submitted to the member institutions for approval.
- 4.3 The JBM Secretariat will contact the organisation following both the Further Learning Sub Committee meeting and JBM meeting in order to give them the informal outcome. A formal approval letter, together with a copy of the final report will be sent to the organisation once all four institutions have approved the recommendations. The JBM listing will also be updated by the Secretariat.