

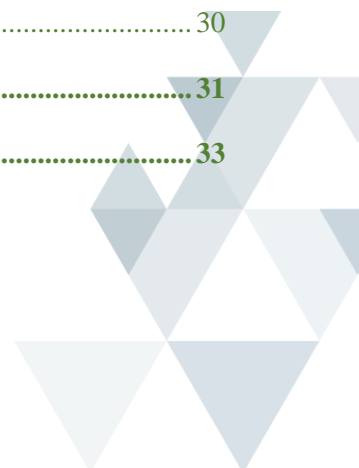


# ICE Training Scheme Guidance

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## Introduction

This document is for trainees, supervising civil engineers (SCEs), delegated engineers (DEs) and Training Scheme Administrators (TSAs) who are involved in the ICE Training Scheme.

The first half of the document sets out the ICE Training Scheme.

The second gives more detailed guidance on the various aspects of the Training Scheme. It's split into guidance notes, which include information on the roles of trainees, SCEs, DEs and TSAs; setting up a scheme and a Training Agreement; and the online systems that help manage the scheme and record training.

In Appendix A, you'll find some useful definitions of terms that are associated with the Training Scheme. You can add any employer-specific requirements in Appendix B.

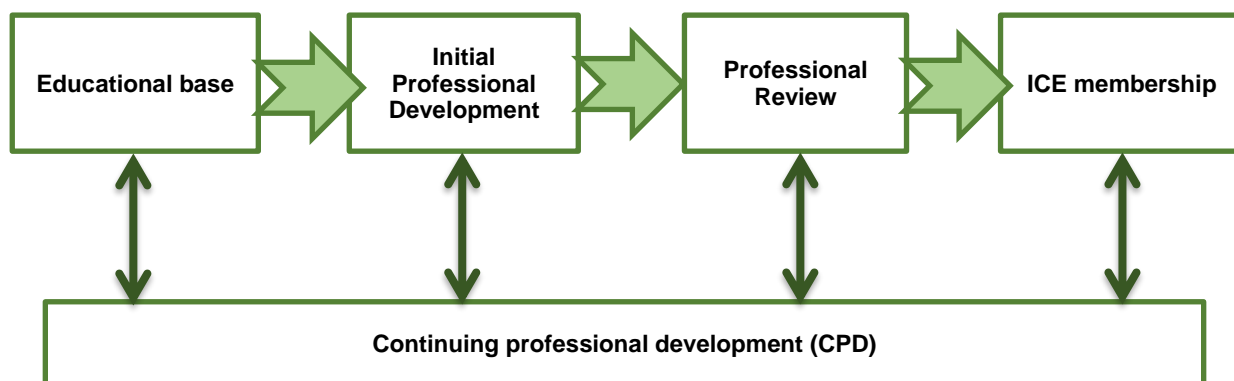
If you have any questions or would like more information, please get in touch with your local membership development officer. You can find their details through the [near you](#) page of our website, or by emailing [membershiprecruitment@ice.org.uk](mailto:membershiprecruitment@ice.org.uk), or calling +44 (0)121 237 3648 / 3649.



## The ICE Training Scheme

The ICE Training Scheme helps employers support their staff through their initial professional development (IPD) and to a professional qualification.

IPD bridges the gap between education and professional qualification. It's the period of your career when you start to develop the special skills and professional approach needed to practice as a professional. Learning and getting experience at work helps trainees hold down positions of responsibility and make independent judgments.



This Training Scheme can be used by anyone who is applying for Membership (MICE) of ICE. It's also for those who would like to register with the Engineering Council at Incorporated (IEng) or Chartered Engineer (CEng) level.

Those applying for membership at Engineering Technician level (EngTech MICE) don't need to formally complete IPD, but might choose to follow the Training Scheme if it will benefit their development.

Trainees enter into a Training Agreement with their employer. This agreement formally sets out the responsibilities of the trainee, the employer and ICE in the Training Scheme. The IPD Online system is used to record and assess progress throughout the period of the Training Agreement.

The supervising civil engineer (SCE) plays a very important part in the scheme. Employers provide at least one SCE to mentor trainees. The SCE may also appoint delegated engineers (DEs) to carry out certain parts of their role.

The IPD Online system allows training scheme administrators (TSAs) to have an overview of the scheme's operation within their organisation.

Employers which operate the ICE Training Scheme are included on the list of [approved employers](#) on our website. Our Membership Recruitment Teams make regular contact with approved employers to provide support and guidance and make sure everyone is keeping to the commitments they made in the Training Agreement as required in the Training Scheme. Please email [membershiprecruitment@ice.org.uk](mailto:membershiprecruitment@ice.org.uk) or call +44 (0)121 237 3648 / 3649 for help.

## Aims of the ICE Training Scheme

The ICE Training Scheme helps trainees:

- Get engineering knowledge, experience and competence, by providing opportunities to find and implement solutions to engineering problems
- Achieve the IPD attributes and complete the IPD stage of professional qualification
- Record how they've gained relevant knowledge, to support their application for the Professional Review
- Receive structured guidance and supervision from an SCE and the ICE Membership Team so they can make the most of their training and, ultimately, achieve professional qualification quicker

We recommend using a Training Agreement, as it's usually the quickest way to achieve the IPD attributes.

After completing the Training Agreement, the trainee can apply for a Professional Review. It's important to be aware that completing IPD does not guarantee success at review. The trainee will then need to show full competence in the attributes to their reviewers through a report, interview and written exercise.

## Setting up a Training Scheme

The lead SCE is responsible for ensuring that their organisation is approved and is included in the approved employers list. The SCE should also make sure that the employer's Training Scheme is re-assessed by ICE every five years.

The Training Scheme application should identify one TSA. This could be the lead SCE, an HR Manager, Learning and Development Manager. The TSA can then add more TSAs to the system.

This document sets out the requirements of the ICE Training Scheme, but employers can also

maintain their own training requirements in addition to those required by ICE. These can be included in Appendix B.

## Training Agreement

A training agreement is a formal agreement between the trainee and the organisation, and sets out the responsibilities and commitment of everyone involved in the Training Scheme.

The SCE confirms (on behalf of the employer) that:

- The employer will provide the trainee with opportunities to complete the ICE Training Scheme, either within the employing organisation and/or by secondment to other organisations
- The employer will provide a training structure to review the trainee's progress against the attributes – an initial assessment meeting, an annual review of progress and plans, and confirmation of completion

The trainee confirms that they will:

- Make full use of the opportunities available and their SCE's advice to develop as a professional engineer
- Record evidence of their experience against the attributes using IPD Online and supporting documents as required by their SCE or DE
- Maintain their membership of ICE

There's no time limit on a Training Agreement but the employer has the right to terminate an agreement if the trainee is not performing to the required standard.

## Getting started

There is a training agreement per trainee and it must be registered with ICE and the appropriate [fee](#) paid. This can be done through Training Agreements Online (TAGSO), if the employer is signed up to use it, or the trainee can complete [the training agreement application form](#). It is expected that the company will pay the trainee's training agreement fee (or reimburse the trainee). The TAGSO administrator can use TAGSO to see all trainees who have registered Training Agreements.

Once the Training Agreement is registered, the trainee can start to record their experience using

IPD Online. The SCE and DE can access the trainee's records and sign-off achievement levels for each attribute as they progress. TSAs can also view the trainee's records but cannot amend evidence or sign-off achievement levels.



*Watch our short video on how a TSA views a trainee's evidence and progress on IPD*

*Online*

## Gaining experience

The main purpose of a Training Scheme is to provide trainees with a structured environment in which they can gain and record the experience they need, regardless of how long it takes.

Progress is recorded against a set of attributes that apply to the grade of membership the trainee is aiming for. The attributes reflect the initial knowledge and skills required of a professionally qualified civil engineer.

[View the member attribute list.](#)

The attributes are generic, which means they can be achieved in a range of ways by anyone working as a civil engineer. All work-based experience can be used as evidence towards completing IPD. Experience gained by part-time students or those who undertake work placements as part of their education can also be included.

Depending on the grade the trainee is aiming for, there are different attribute levels to be achieved.

### MICE only and IEng MICE

- Knowledge - have a basic understanding and knowledge of the area of competence
- Experience - have achieved the attribute in different situations, working under supervision
- Ability at IEng - have achieved the attribute in different situations, assisting others and working without supervision

### CEng MICE

- Knowledge - have a basic understanding and knowledge of the area of competence
- Experience - have achieved the attribute in different situations, working under supervision
- Ability at IEng - have achieved the attribute in different situations, assisting others and working without supervision



- Ability at CEng – as above, but there are additional areas of experience within the attributes that only apply to those aiming for CEng.

As the trainee's experience increases, they will achieve the different levels for each attribute. To complete IPD they will need to achieve the ability level in all aspects of the attributes applicable to the grade of membership they are aiming for.

## Training Agreement for Chartered Professional Review Progressive (CPRP)

Trainees who've qualified as Incorporated Engineer members (IEng MICE) will have completed their Training Agreement at IEng level. If the trainee wants to continue their IPD to qualify as a Chartered Engineer (CEng), the Training Agreement can simply be extended (or reactivated) using the [transfer form](#). This also applies to trainees who have qualified as Engineering Technician members (EngTech MICE) and want to progress to IEng or CEng level.

Once the trainee has achieved the necessary education and experience, the Training Agreement can be signed-off by the SCE and ICE membership development officer (MDO) in the usual way. In this case, only the attributes between the previous level and the new IPD level need be documented and achieved.

No additional fee is payable when an agreement is transferred or reactivated for CPRP.

## Continuing to learn

We expect all members to maintain a commitment to continuing professional development (CPD) throughout their professional life.

Trainees are required to maintain a development action plan (DAP), which sets out the learning goals and priorities for the coming year. It enables trainees to plan their CPD, and meet personal, professional and technical goals. They should add completed training and development to a personal development record (PDR). Trainees are asked to provide their CPD records as part of the IPD annual appraisals.

Find out more about CPD in our [guidance document](#).



## Monitoring training

Keeping records is an important personal discipline and a requirement of professional practice. It also helps trainees progress more quickly. The most important record of achievement is IPD Online. This is where progress is formally recorded and assessed. You can find out more about IPD Online in [guidance note 9](#).

### Reports

The SCE will advise what other reports they expect, although it's common practice to request a development report on a three-monthly basis. These reports will form the basis of the regular meeting with the SCE or DE, and should cover activities during the period, what has been learned, and which of the attributes have been achieved, or partly achieved. Where similar experience has been documented in a previous report, a development report might focus on a particular topic in more detail.

Development reports also give trainees the opportunity to practice writing about achievements and technical topics. The SCE or DE will give valuable feedback on each report, including comments which can help to improve the next report. These reports will also provide background material for the Professional Review submission. The development record will be reviewed by the DE or SCE on a quarterly basis, and annually by the SCE. Appraisals can be used to discuss experience gained over the past period and agree expectations for the future.

### Annual appraisal

The annual appraisal is carried out by the SCE who will use IPD Online to assess and record the trainee's progress towards achieving the attributes, as well as the quality of their reports and CPD. The appraisal should be used to set targets for the next 12 months. The trainee should be given guidance to make the most of the experience they get at work. It's important that the trainee's strengths are identified, and that strategies to overcome areas of weak performance or experience are considered and agreed.

Details of the annual appraisal must be recorded using IPD Online. The system gives an automatic reminder to carry out and record the annual appraisal.



[Watch our short video on how to change the date of an annual appraisal](#)

The SCE has the authority to cancel a Training Agreement if they think that the trainee is not

committed to the scheme or has failed to reach the required standards. In this case, the SCE should fill in the partial completion form for the trainee to record the trainee's experience so far. Completing this form will automatically inform ICE that the training agreement is no longer active.

In addition to the formal requirements to meet on an annual basis, the SCE should always be available to meet with the trainee or DE to discuss and resolve any issues of concern.

### Training Review

The final appraisal is a review of the entire period of training, and is done by the SCE using IPD Online. This Training Review should take place as soon as all the attributes have been signed off as complete on IPD Online. The Training Review is the last stage of the Training Agreement and ensures that the trainee has:

- Achieved the attributes required for the grade of membership they're applying for
- Completed the development reports (where required by the SCE)
- Maintained the development action plan and personal development record and achieved the minimum number of hours of CPD needed for the grade of membership they are applying for (an up to date copy of the CPD records should be uploaded to the IPD Online Document Library).

The trainee and SCE should agree that these requirements have been met and fill out the training completion form using IPD Online. The trainee needs to notify their MDO when this has been done so that they can verify the completion. The MDO may want to meet with the trainee before adding their comments and registering the training agreement completion with ICE. This process may take up to eight weeks.

A Professional Review application will be rejected if the training agreement completion hasn't been registered with ICE.

### Transferring Training Agreements between employers

If a trainee leaves an employer before completing their Training Agreement, the progress they've made should be recorded by the SCE in IPD Online as a 'partial completion'.

The trainee may then either:

- Transfer the agreement to another approved employer (see below)
- Transfer to mentor-supported training
- Self-manage the remainder of the IPD and, when ready, apply for a [Career Appraisal](#)

If a trainee updates their employer's address through the MyICE section of our website, the Training

Agreement transfer will not automatically be registered. The transfer requires a separate action by the trainee. To transfer the agreement, the trainee needs to fill out a [Training Agreement transfer form](#) or use the [TAGSO system](#) if the employer is set up to use it.

## Sources of help

### Supervising civil engineers (SCE) and delegated engineers (DE)

The SCE has overall responsibility for training and will formally review progress at least once a year. Sometimes an SCE will appoint a DE to undertake quarterly reviews. The SCE or DE must have regular contact with the trainee so they can mentor them effectively between the formal annual appraisals.

SCEs and DEs should be familiar with the purpose of the Training Scheme and the requirements of the Professional Review, at all grades. They're also expected to help the trainee prepare for the Professional Review.

The SCE is responsible for:

- Keeping up-to-date with the requirements of the Professional Reviews, membership and training
- Checking and approving the Training Agreement application and ensuring that the correct fee is paid
- Ensuring that trainees are given a copy of the Training Scheme and are briefed on using scheme
- Monitoring training throughout the Training Agreement and ensuring that trainees have the opportunity to achieve the attributes
- Providing written comments on CPD and development reports (if used), and carrying out a regular review (preferably quarterly) to assess and verify that the attributes are documented and achieved using IPD Online
- Carrying out the annual appraisal and recording the findings using IPD Online
- Maintaining contact with the MDO and briefing them on trainees' progress and needs

The SCE may also:

- Appoint, train and manage DEs



- Carry out an interim annual appraisal or complete a partial completion certificate using IPD Online, if the trainee is about to leave their employer

## ICE's responsibilities

We have a duty to:

- Maintain central records of Training Schemes, individual memberships and Training Agreements
- Give advice and guidance to SCEs, DEs and employer's training staff
- Provide access to a membership development officer (MDO) who will:
  - Meet SCEs and trainees periodically
  - Provide opportunities for trainees to speak confidentially, if necessary, about any concerns or issues
  - Provide feedback to the SCE on trainees' progress and recommend if any action is needed
  - Register the completion of the Training Agreement after achievement of the attributes has been verified

The SCE should contact the MDO with any queries about training or ICE.

The MDO is responsible for ensuring that the training is as effective as possible, in the short and long term. This involves approving and supporting the SCE, as well as monitoring the organisation's and trainee's commitment to the Training Scheme. If that commitment is lacking, ICE staff may, after due warning, recommend to the Professional Development Panel that an organisation is removed from the list of approved employers.



## Guidance note 1: Setting up an ICE Training Scheme

Employers who wish to set up an ICE Training Scheme should contact their [Membership Recruitment Team](#) for advice and guidance. They should also decide who will be their lead supervising civil engineer (SCE) and identify one training scheme administrator (TSA) if different to the lead SCE. It's preferable that the SCE is an ICE member, although it's not essential. As well as having overall responsibility for running the scheme, the lead SCE will mentor trainees. Each SCE shouldn't be responsible for more than six trainees (or 10 if they have one or more DEs).

The SCE should:

- Want to be a mentor
- Have a position in an organisation which allows them to help the trainee get the workplace experience they need
- Be able to influence senior people within the organisation, if they're not employed by the organisation

The local ICE membership development officer (MDO) will explain how the scheme should work (including the use of the online processes - TAGSO and IPD Online) as well as the details of the application process. They'll also need to assess the SCE and brief them on their role and responsibilities.

Companies can have as many SCEs as they want, providing that they've all been approved by an MDO. Additional SCEs can be added at any time but there must be at least one nominated as part of the Training Scheme application.

### Choosing a training scheme administrator (TSA)

TSAs run the day to day administration of the scheme and ensure that the list of trainees on the scheme is up to date. Companies can have as many TSAs linked to the scheme as they require.

If a company joins TAGSO, one TSA needs to be identified who will be in charge of the approval and rejection of applicants training agreement applications. The TAGSO system will only send emails to the nominated TSA.



*Watch our short video on adding a TSA*

## The application

The employer's Training Scheme application will consist of:

- An [application to be placed on the list of approved employers](#), including the TAGSO section where relevant
- An [application for the nominated person to become an SCE](#)
- The proposed SCE's CV and CPD records
- The TSA details including an ICE membership number (if the TSA is not a member of the ICE, they need to register on the website as a non-member)

After it's been approved by the Professional Development Panel, the organisation will receive a certificate to show they've been added to the list of approved employers. Companies are nominally approved for five years (subject to changes in our membership process).

Once a scheme and SCE have been approved, SCEs enter into an agreement with trainees, which is then registered with ICE.



## Guidance note 2: Setting up a Training Agreement

The Training Agreement is a formal agreement between the trainee and the employer. It sets out the responsibilities of the trainee and employer and the commitments they make to the training.

Each Training Agreement between an SCE and trainee must be registered with ICE and is subject to a one-off registration fee (please see [fees page](#) our website).

Before entering into a Training Agreement, the SCE should ensure that the trainee is a Student or Graduate Member of ICE. They should also check that they have, or are working towards, the required academic qualifications for the grade of membership they hope to achieve.

If there's any doubt over the accreditation of a qualification then please check with our Education Department or apply for an [Academic Assessment](#). The ICE Training Scheme covers all grades of membership.

Before applying for a Training Agreement, trainees should check:

- That their employer and SCE have been approved by ICE
- That their employer is willing to register them onto their Training Scheme and willing to provide an SCE
- If their employer is signed-up to our Training Agreements Online (TAGSO) system (see [guidance note 8](#))

Trainees can apply for a Training Agreement online – through TAGSO or by submitting an [application form](#) depending on the system used by their employer.

The training can start before the application is submitted as long as the MDO agrees, and provided the training done so far has been supervised by an SCE.

Trainees must put their work address and work email address on the application form and ensure that it is updated on the [MyICE website](#).

The trainee will receive an email, which is copied to the SCE, confirming that the agreement has been registered. They can then start recording their experience using IPD Online. These records will also be available to their SCE, TSAs and DE (where applicable).

If the SCE decides to appoint a delegated engineer (DE), the trainee will need to get the DE's ICE



membership number and register them in IPD Online. If the DE is not an ICE member, they'll need to get a non-member number by registering on our website.

The SCE should brief the new trainee on the requirements of the ICE Training Scheme and any additional employer requirements. They should also devise an outline training plan and explain the importance of continuing professional development (CPD) records. Any experience that the trainee has gained before the Training Scheme can also contribute to their IPD.

When a new trainee transfers from another employer, the SCE should review the training record, including any partial completion. If there are any gaps in the training record these should be explained and documented. This may require contact with the previous SCE and additional meetings between the SCE and the trainee. These meetings may be recorded as an annual appraisal using IPD Online or referenced under an attribute.

Trainees must be ICE members for the duration of the Training Agreement. If membership is cancelled (for example, following non-payment of subscriptions) the agreement will also be cancelled, and will not be automatically re-instated when the payment is made.



## Guidance note 3: Your role as a supervising civil engineer (SCE)

The SCE is personally and professionally accountable to ICE for carrying out their responsibilities under the Training Scheme. You're responsible for controlling, coordinating and planning the trainee's initial professional development, and for making sure they get the necessary understanding, knowledge and experience.

Even though they may have been nominated by their employer, SCEs are primarily responsible to the profession. Therefore, you must be in a position to manage conflicts between the needs of the employer and the needs of the trainee to achieve the attributes, and to ensure sufficient resources are available for training.

You're the key to balancing the needs of the trainee and the demands of their workload.

You and the DE should aim to get the best out of the trainee by:

- Creating an environment of reflective learning, and giving the trainee feedback
- Continuously challenging them to achieve more
- Making sure their existing skills are used in a cost-effective way
- Identifying opportunities which are mutually beneficial and rewarding
- Making trainees feel secure in tackling demanding new roles
- Providing support and encouragement

As their SCE, the trainee should see you as a role model and emulate your professional behaviour. You must be approachable, accessible, and actively interested and committed to the trainee's development.

You have to show ICE evidence of the trainees' development, and are responsible for:

- Understanding the aims of the training and being familiar with the criteria of reviews
- Fulfilling the requirements of the ICE Training Scheme and, in particular, knowing how the attributes are likely to be achieved within your organisation
- Validating continuing professional development (CPD) records. This involves assessing the benefits that have been gained, not merely certifying attendance

Unless you're well supported by a system of DEs, you shouldn't be responsible for more than six trainees. If you appoint one or more DEs, you can be responsible for up to 10 trainees. You divide

the mentoring role between yourself and the DE. Generally, the DE provides day-to-day support for the trainees and helps them to achieve their potential. DEs are normally responsible for carrying out a progress review every three months, assessing progress in IPD Online, and reporting back to the SCE.



### *Watch our short video on reviewing evidence*

As well as supporting your trainees, you have a responsibility to help anyone who needs advice and guidance on achieving professional qualifications and membership of ICE.

## **Monitoring**

The trainees' progress should be reviewed approximately every three months. This can be carried out by either the DE or SCE. Any reports can be reviewed and progress towards achieving attributes recorded using IPD Online. The trainee's record of attributes is a working document and should include comments as appropriate. It's not included in the Professional Review application.

You should formally review the trainees' progress at least once a year. This annual appraisal should assess past performance and plan for the future. The review should:

- Assess progress and performance against the expected professional attribute standards
- Assess the trainees' CPD records. This includes checking that a sufficient amount of CPD has been undertaken, that a good mix of topics has been covered and that the full benefit of the training has been achieved
- Review training and development needs for the future
- Assess the effectiveness of the support and mentoring roles provided by others, such as DEs
- Plan the next steps

You should record the outcome of the annual appraisal discussion using IPD Online. The record should not simply list activities or include bland statements such as "a satisfactory year".

The SCE should address the wider issues of the trainee's experience and knowledge, encouraging them to see the 'bigger picture' – developing the required attributes as well as scrutinising how the trainee claims to have achieved them.

If any gaps occur in the training you should record them on IPD Online and explain why they've occurred. You should also make sure that each year of the Training Agreement is accounted for.

This will help complete the training record.

### Training Review

Once you're satisfied that the trainee has completed their IPD, you need to fill out the Training Review section within IPD Online.

The local MDO should then be informed so that they can confirm the completion of the Training Agreement. Often the trainee meets the MDO before the Training Agreement is registered as complete – you should allow six-eight weeks for this process.

Once the Training Agreement is complete, you should continue to advise and support the trainee as they prepare for the Professional Review. You should review the trainee's submission documents and help them prepare for the Professional Review – the report, presentation, interview and written exercise. Usually, SCEs also sponsor their trainee's Professional Review application.

### Transfer of Training Agreement

If a trainee leaves their employer part way through their Training Agreement, you should complete a partial completion form, which you can do through IPD Online. This records the trainee's progress and will help whoever supports or assesses them in the future. It also notifies ICE that the trainee is leaving their employers training scheme.

If the trainee then joins another ICE approved employer, they can be registered on the new scheme through Training Agreements Online (TAGSO) or by filling in a [Training Agreement transfer form](#).

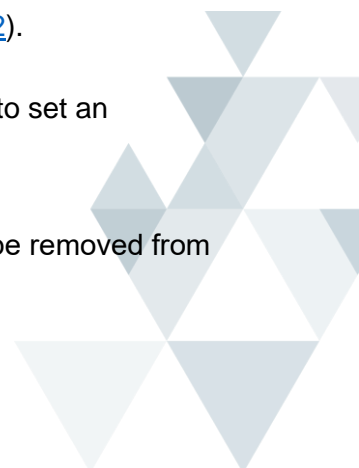
### Becoming an SCE

If you'd like to be an SCE, you should complete an application form and send it, together with a CV and CPD records, to your Membership Recruitment Team. The local MDO will arrange a meeting or briefing session to explain the role, and will also assess your application.

You'll receive an email which lets you know you've been approved. You should let ICE know whenever new trainees transfer to you, by emailing their names to [cats@ice.org.uk](mailto:cats@ice.org.uk). New trainees will have to register their Training Agreement in the usual way ([see guidance note 2](#)).

SCEs and DEs are expected to attend training at least once every two years. And, to set an example to your trainees, you're expected to keep your CPD records up to date.

If you leave your employer or don't have any trainees for two years or more, you'll be removed from the list of SCEs and will have to re-apply before taking on the role again.



## Guidance note 4: Your role as a delegated engineer (DE)

Delegated engineers (DE) carry out routine reviews of a trainees' progress towards achieving the attributes. The DE is responsible for the day-to-day mentoring of the trainee within the structure defined by the Training Scheme and the SCE.

The SCE is responsible for choosing DEs and should make sure all DEs are fully briefed and trained for the role. DEs are particularly useful where there are a large number of trainees or where the trainee and SCE are not in the same location.

The SCE divides those responsibilities which can be delegated between themselves and the DE. Generally, as a DE, you will support and mentor the trainee from day to day, to help them achieve their potential. In many cases, you'll carry out the quarterly review of the trainee's progress, review the entries they have made in IPD Online and record your assessment using IPD Online.



### *Watch our short video on reviewing evidence*

You should be available and accessible to trainees, and show interest and commitment to their development. Your role is to guide, inspire and assist the trainee through their initial professional development.

The SCE is responsible for formally assessing the effectiveness of the training and the development of the trainee against the attributes. This is done on IPD Online following annual appraisals and the Training Review, which takes place at the end of the agreement.

The trainee should see you as a role model and emulate your professional behaviour. You must be approachable, accessible and actively interested and committed to the trainee's development.

### **Appointment of a delegated engineer**

DEs are appointed by the SCE and the trainee registers their DE on IPD Online. To do this they will need your email address and membership or non-member number. If you aren't an ICE member, you can get a non-member number by [registering with MyICE](#).

The SCE is responsible for briefing you and keeping you up-to-date with changes in our requirements. However, you're welcome to attend any SCE and mentor training that we provide.

## Guidance note 5: Your role as a trainee

The ICE Training Scheme helps you get the experience you need to become a professionally qualified member. You need to record your experience against a number of attributes that are relevant to the level of membership you want to apply for.

Your supervising civil engineer – possibly assisted by a delegated engineer – will guide you through the Training Scheme. You can find out more about their roles in [guidance notes 3](#) and [4](#).

Having an SCE is one of the main advantages of using a Training Scheme, because you have someone to guide you and to call on for advice. The SCE can also make sure you get the experience you need at work, and can help you plan what you need to do next.

You should also aim to meet with your ICE membership development officer (MDO) at least twice during the course of the training agreement. They'll discuss your progress and provide any advice and guidance you may need.

### Gaining experience

It's a good idea to draw up an outline training timetable with your SCE. However, this will need to be regularly reviewed to reflect when opportunities to complete training in the workplace arise. The Training Scheme works best if you and the SCE set effective goals and monitor your progress.

If you've gained some relevant experience before starting the training agreement, you can put it towards achieving the attributes, by recording it in IPD Online. Your SCE will validate the evidence.



[Watch our short video on how to submit evidence on IPD Online](#)

You can expect to be supervised, instructed and guided in your work by experienced engineers. They'll help make sure that the training opportunities you get contribute to projects in the workplace as well as the achievement of IPD attributes.

However, you must take the initiative with your training. For example, if you think you need more experience to complete a particular attribute, it's up to you to speak to your line manager or SCE to arrange it. If you can't get the experience you need within the department you work in, you could be seconded to a different department or another suitable organisation, as long as it's been approved by your SCE or DE.

You should record what you've done and learnt against the attributes using IPD Online. You can

provide your SCE and DE with additional evidence by attaching it to your IPD Online entries.

### Continuing professional development (CPD)

You'll learn a lot very quickly at the start of your career so it's important to start recording it as CPD as soon as possible.

You're expected to take advantage of all CPD opportunities and to find other ways to develop, beyond the minimum requirements. These could include promoting corporate strategy and helping raise the profile of civil engineering as a profession – by visiting local schools and universities, for example. You can discuss and plan this with your SCE or DE. Activities outside of work (or even outside civil engineering) can also contribute to CPD.

### Reports and reviews

You should meet with your SCE or DE every quarter. Normally, you'll be asked to produce a report, summarising your experience and what you've learnt in the period. You might include examples of your work, photos and other relevant material with this report. You should also record the experience you've gained against the attributes using IPD Online. Your SCE and DE will have access to this system and will be able to assess your achievements as you go. Your MDO will also be able to review your progress.

### Annual appraisal

The annual appraisal is a formal assessment of your progress during the year, and must be carried out by your SCE. The discussion will be based on your IPD Online records and reports which you've produced during the year including:

- Detailed evidence of how you've achieved the IPD attributes – logged in IPD Online and certified by the SCE (or DE if appointed)
- Development action plan and personal development record for CPD
- Development reports (as required by the SCE), building into a personal development portfolio
- Photographs, illustrations, examples of your own work and other material, which is helpful to recall experience

The purpose of the appraisal is to help you:

- Monitor and recognise the development of specific talents
- Identify and explore ways to fill gaps in your experience or expertise
- Discuss ways you can contribute to your organisation and the profession



- Monitor and plan progress towards the Professional Review

## Training Review

Ultimately, it's up to you how long it takes to become professionally qualified. Once your SCE is satisfied that you've achieved the required attributes, your Training Agreement completion can be recorded on IPD Online following a Training Review. You'll then need to contact your MDO so that they can review and register the completion of the Training Agreement.

The format of this final review will depend on your personal circumstances. Your SCE will use professional judgment to decide whether you've completed the Training Agreement to the required standards. You'll then need to contact your MDO so that they can evaluate your experience and verify your completion certificate. You should allow up to eight weeks for this review.

As well as an overall review of your achievements, the Training Review should be used as an opportunity to plan for the forthcoming Professional Review. Your SCE should advise you on your submission, review your documents and might also carry out a 'mock review' as practice.





## Guidance note 6: The role of the Membership Recruitment Team

### (MRT)

The role of the MRT (usually the membership development officer) is to support SCEs and DEs. By making regular contact with the MRT, SCEs and DEs can keep up to date with developments and changes to the qualification process.

An MDO should visit SCEs, DEs and trainees every one to two years. The format of the meeting should be agreed between the MDO and SCE in advance. The discussion and assessment will be more beneficial if training records are up to date and there is access to IPD Online during meetings. MDOs have access to all IPD Online records.

As well as looking at the progress of individual trainees, the MDO will assess how effectively the employer is operating the scheme. They'll also give advice and guidance as well as more formal training if it's needed. It's often helpful to have an external view to make sure progress is made and that it's assessed effectively.

MDOs also have a formal role to:

- Help companies set up and re-assess ICE Training Schemes
- Approve SCEs
- Confirm completion of Training Agreements, once they have been signed off as complete by the SCE

Trainees can find out their MDO contact details using [the near you pages](#) on the ICE website and can get in touch with them at any time.



## Guidance note 7: Your role as the Training Scheme

### Administrator (TSA)

The role of the TSA is to support trainees, SCEs and DE on the ICE Training Scheme. You will be able to ensure the records of the Training Scheme are correct and relevant.

The online system will show all your organisation's active trainees on the scheme, their SCE, DE and the trainee's progress.



*Watch our short video on the role of a TSA*

### Becoming a TSA

All TSAs can link additional TSAs to the scheme within the online system. If a new TSA is not a member of the ICE, they will need to [register as a non-member on the ICE website](#).



*Watch our short video on how to register as a non-member*

Once they have completed this, they will need to register their work details on the website by clicking on 'MyICE/Manage Membership'.

Once a new TSA has a registration/membership number and updated their work details, they can be added as a TSA onto the scheme by another TSA by clicking on the 'Add/Remove TSA' button on IPD online.



*Watch our short video on how to add or remove a TSA*

All TSAs can remove each other from the scheme as required.

### Removing a trainee

If a trainee has left your company or decided to complete their IPD through a different route, please ask their SCE to complete the partial completion form on IPD online. This will remove them from the Training Scheme.

### Removing a SCE

Please contact [cats@ice.org.uk](mailto:cats@ice.org.uk) to make any changes to SCEs on your scheme.

### Creating groups and reports

TSAs have the ability to sort their company trainees into groups and download reports on trainees.



*Watch our short video on how to create groups*



*Watch our short video on how to create reports*

TSA's can also look at a trainee's record to see their progress, view their evidence and recent activities



*Watch our short video on how to access a trainee's record*

### **Read Only TSA**

Some TSA's may only need to be able to view the information on IPD online and not create or edit groups. To make a Read Only TSA, please email [cats@ice.org.uk](mailto:cats@ice.org.uk) with the name of the TSA and their membership number and we will add them as read only.

### **TAGSO**

Where a company is registered to use TAGSO, the company will nominate one TSA who approves and rejects training agreement applications. Only the nominated TSA will receive email requests from TAGSO.

TAGSO is not linked to the IPD online system.



## Guidance note 8: Associated documents and systems

### TAGSO

Training Agreements Online (TAGSO) is a fast, efficient and paperless system which you can use to administer training schemes online. It also has a convenient automated payment method. TAGSO is not linked to the IPD online system.

Companies nominate one TSA to act as the TAGSO administrator when they apply for the ICE Training Scheme. This person will be in charge of approving/rejecting training agreement applications from trainees and initiating the direct debit payment. Only the nominated TSA will receive emails from TAGSO. This person can either be an SCE or another member of staff – for example, someone responsible for training or HR.

Trainees can register on the scheme quickly and conveniently online.

To find out more about TAGSO contact your [Membership Recruitment Team](#) by emailing [membershiprecruitment@ice.org.uk](mailto:membershiprecruitment@ice.org.uk) or calling +44 (0)121 237 3648 / 3649.

Take a look at a demo TAGSO administration account at <http://tagso.ice.org.uk>. The login details are:

- Username – ABC
- PIN – 123

### IPD Online

IPD Online lets you record and assess a trainee's progress through their IPD. Trainees record their experience against each attribute and upload documents to provide supporting evidence. These might include quarterly reports, photos, drawings and other documents created during the course of their work.

SCEs and DEs can review their trainee's records and sign off elements of experience as they're completed. TSAs can review their trainees' records but cannot edit or sign off the record. MDOs also have access to trainee's records to help them review progress and register completion of Training Agreements.



## Guidance note 9: Getting started on IPD Online

Access IPD Online by logging into [MyICE](#). The IPD online panel will list the roles that apply to you. Select the role you want to use.

**My Membership**  
Access all the membership guidance material you need to manage your membership.

**My Subscriptions**  
Renew your membership, plus manage journal subscriptions or voluntary donations on your account.

**My Profile**  
Keep your personal details up to date and set your professional interests for more personalised recommendations.

**My Career Tools**  
Access online tools including IPD Online and CPD online, and receive personalised training suggestions.

**My Events**  
If your industry knowledge or CPD records need a boost, then our events can help.

**My Recommendations**  
Take a look at the resources we think you'd be interested in.

**My Benefits**  
Make the most of your membership and discover what benefits the next grade will bring.

**Access IPD online**  
Access IPD online and manage your trainees. Simply choose the appropriate role below.

T Trainee

### Trainees

The first time you use IPD Online you will be prompted to fill in a short form to tell us the grade you are aiming for. If you have a DE you should provide their membership number and email address here.

As soon as you've completed this form you can start to use IPD Online.

 [Watch our short video on how to register to use IPD Online](#)

### Please note

If you access IPD online and you find that there is an option to enter a mentor's details but not a supervising civil engineer, then you will need to find your company on the [approved employers search](#) and see if they are TAGSO enabled. If they are, then you can apply via [TAGSO](#) (remember to sign in first). If your company is not TAGSO enabled you will need to fill in the [training agreement application form](#), pay the registration [fee](#) and return your form to [cats@ice.org.uk](mailto:cats@ice.org.uk).

### SCEs

If you want to become an SCE, please fill in our [SCE application form](#) and arrange a meeting with your Membership Recruitment Team.

Once you're approved as an SCE, you don't have to register to use IPD Online. Access the tool through MyICE and you will see a list of your trainees. You can look at their IPD records straightaway.

## DEs

When a trainee registers you as their DE you will receive an email prompting you to accept them as your trainee by clicking on a link in the email. Once you've accepted your first trainee, you'll be able to access IPD Online through MyICE.

If you have more than one trainee, you'll receive an email for each of them.

## TSAs

Other TSAs can add you to the system, as long as you have an ICE membership number or [have registered as a non-member on the ICE website](#) (and filled in your work details). Once you have been added to the system by another TSA you will have a full view of all active trainees on your Training Scheme.

## More information

To find out more, use the IPD Online help centre. We also run regional events on IPD, so check our [events listings](#).

If you need any help, please contact your [Membership Recruitment Team](#).



## Appendix A – Definitions

**Attributes** – The abilities someone must have to become an ICE member. Trainees must show they've achieved the attributes during their initial professional development and at the Professional Review. There are nine attributes. Our attribute videos illustrate examples of the sort of experience you might use.

**Delegated engineer (DE)** – An individual (normally a professionally qualified ICE member) who has been given responsibility, by a supervising civil engineer, to mentor trainees on a day-to-day basis. The DE may not necessarily be the trainee's line manager. For trainees seconded to another organisation, this will be an individual who has at least as much responsibility as the trainee's line manager. Normally a DE should not have more than three trainees to supervise.

**ICE-approved employer** – Organisations which have been approved by ICE to operate the ICE Training Scheme. The employer provides their trainees with the opportunity and support to gain the knowledge and experience they need to complete their IPD.

**ICE membership development officer (MDO)** – ICE employees, who provide guidance on becoming professionally qualified with ICE. They also help set up and monitor ICE Training Schemes, approve supervising civil engineers (SCEs), and verify the completion of Training Agreements.

**ICE Training Scheme** – A structured training programme used by employers to help trainees get the experience and skills they need to qualify as professional engineers. An important part of the scheme is the mentoring trainees get from a supervising civil engineer (and a delegated engineer if applicable), who is provided by their employer. Trainees' progress on the scheme is recorded and measured using IPD Online.

**Initial professional development (IPD)** – The stage in a trainee's career when they get the experience, special skills and professional approach they need to practice as a civil engineer. It bridges the gap between their education and professional qualifications. For trainees on an ICE Training Scheme, IPD is recorded and assessed using IPD Online.

**Membership Recruitment Teams (MRTs)** – Teams of ICE employees based across the UK, who give advice and guidance on all aspects of professional development.

**Supervising civil engineer (SCE)** – An individual approved by ICE and provided by employers to

mentor trainees. They will preferably be a professionally qualified ICE member, but it's not mandatory. They will have a good understanding of the process and standards needed to become professionally qualified with ICE, and an active level of personal contact with the trainee. They also make sure trainees get the experience they need.

**TAGSO (Training Agreements Online)** – The system employers use to administer the ICE Training Scheme. It provides the employer with data on all their trainees and SCEs, and is used by trainees to apply for a Training Agreement.

**Trainee** – An individual who develops and trains under an ICE Training Agreement, and in accordance with the ICE Training Scheme.

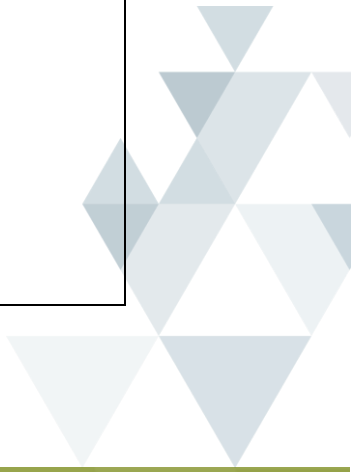
**Training Agreement** – a formal agreement between an employer and a trainee. The employer agrees to provide support and experience so that the trainee can complete their IPD. The trainee agrees to work diligently to gain experience and document it as required by the ICE and their Supervising Civil Engineer.

**Training Scheme Administrator (TSA)** – the administrators of the ICE Training Scheme. A TSA could be anyone who is required to have an overview of the company's trainees including SCEs, HR Managers or Learning and Development Managers.





# Appendix B – Employer-specific training requirements



## Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

## Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

## Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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