

Suggested programme for ACTS accreditation visit

Time	Description	Additional notes
10:00–10:10	Arrival IChemE assessors	
10:10–10:30	Private meeting IChemE assessors	1
10:30–10:45	Welcome and introductions IChemE assessors and hosts	
10:45–11:00	Company vision and policies on ACTS Company Senior Executive	2
11:00–11:30	Presentation of company ACTS Company Senior Manager/Scheme Manager/Scheme Administrator	3
11:30–11:45	Discussion, question and answer session IChemE assessors, Company Senior Manager/Scheme Manager/Scheme Administrator	
11:45–12:30	Private meeting with ACTS trainees IChemE assessors and a selection of ACTS trainees	4
12:30–13:00	Visit to workplace of trainees or training project presentations	5
13:00–13:45	Lunch	6
13:45–14:30	Private meeting with ACTS mentors IChemE assessors, company mentors	7
14:30–15:00	Review of any additional materials/facilities IChemE assessors, Company Senior Manager/Scheme Manager/Scheme Administrator	8
15:00–15:30	Private meeting IChemE assessors	9
15:30–16:00	Summary, feedback and discussion IChemE assessors and hosts	10
16:00	Departure IChemE assessors	

Additional notes

1	This is to allow the assessors to discuss the application and agree the format for the day.
2	This presentation should be given by the scheme sponsor or a senior executive, with responsibility for professional technical staff within the company. The objective is to give a brief overview of the company and demonstrate its commitment to the scheme and the professional development of its staff. Please keep this under 15 minutes to avoid impacting on the schedule for the rest of the day.
3	<p>During this session please describe how the scheme operates, including the following:</p> <ul style="list-style-type: none"> • what is the structure and pattern of the scheme? • how does the scheme enable ACTS trainees to acquire the necessary competencies for Chartered membership? • what is the company management system for monitoring the content and quality of the Scheme? • what is the company management system for tracking and assessing trainees' progress and development? • any other pertinent issues of the scheme.
4	<p>It is strongly recommended for the ACTS trainees to bring their training and competencies logs to this session. If possible, we would like to see a selection of trainees at different stages of their development and if applicable, from more than one site (this can also be done virtually).</p> <p>This will be an open discussion, including the following:</p> <ul style="list-style-type: none"> • project opportunities available and the achievement of IChemE competencies • how IChemE competencies are assessed and recorded • frequency and content of mentor/mentee meetings • other development opportunities such as; buddying, IChemE/STEM activities, further education etc.
5	An optional brief visit to the workplace, preferably conducted by scheme trainees to show and discuss with the assessors how they are learning and developing from their work. If a visit to the workplace is not viable, presentations from the trainees on their project work and experiences will be of equal benefit.
6	This offers good networking opportunities and additional time for discussion in an informal setting. It is preferred that scheme trainees and mentors are invited to the lunch session.
7	<p>This will be an open discussion, including the following:</p> <ul style="list-style-type: none"> • responsibilities of mentors • frequency and content of mentor/mentee meetings • mentor's own training, development, support and networking opportunities.
8	Opportunity to review any additional materials or facilities that were not discussed or seen earlier.

9	Assessors to consolidate and discuss observations and evidence gathered.
10	<p>IChemE assessors to provide summary of the visit, evidence-based feedback and answers to any further queries. They will not be discussing the outcome of the accreditation visit.</p> <p>IChemE assessors will also explain the rest of the application process, whereby:</p> <ol style="list-style-type: none"> i. The Accreditation Visit Report and the Assessor's Recommendation to PFF will be submitted to IChemE within 3 weeks following the visit. ii. IChemE will forward the Accreditation Visit Report only to the company to check for factual accuracies. Company may wish to add comments, if any. iii. The Accreditation Visit Report (with company comments, if any) and the Assessor's Recommendation to PFF will be reviewed by the Professional Formation Forum (PFF) Election Panel who will make the final decision. As the Election Panel meets only once a month, the application may not meet the review deadline and will therefore be submitted to the next monthly meeting. iv. IChemE will notify the decision to the company, within 1 week after the PFF Election Panel meeting.
	<p><u>Additional Information</u></p> <ul style="list-style-type: none"> • An additional meeting room will be required for joint Institution visits so the IChemE assessors can speak separately with the chemical engineering trainees and mentors • A list of the people attending on the day with their job titles and post nominals (where applicable) should be submitted to the Institution prior to the visit • Some of the timings and events may be varied by the company following discussion with IChemE