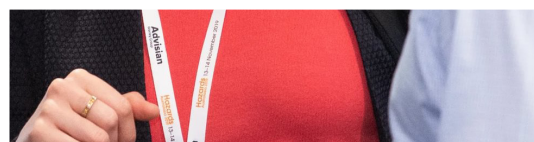
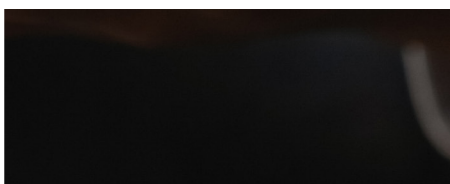
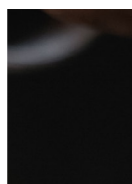
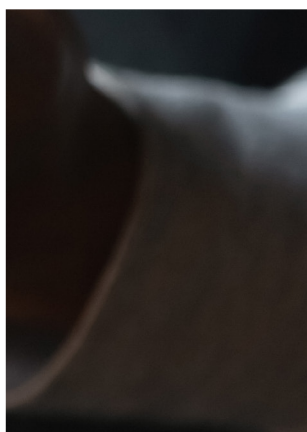


Mentoring guidelines

Advice for mentors and mentees



IChemE mentoring guidance for mentors and mentees

This guide has been developed to clarify the role of a mentor and how to offer guidance to those who are planning to become a Chartered Member (MIChemE).

A mentor will need to employ a number of skills, for example: coaching, motivating and sharing knowledge and experience. Developing such mentoring skills will also be beneficial to professional development.

Candidates planning their application to Chartered membership can also use this guide to help them better understand what to expect from their mentors.

A mentee will get personal support, technical knowledge and advice from an experienced engineer who will be expected to review the candidates professional progress and development on a regular basis.

This mentoring guidance should be used in conjunction with the *Chartered Member information and guidance for applicants*. Visit www.icheme.org/chartered for further details.

Document control

Version no.	Date issued	Changes
V4.0	May 2025	Updates throughout
V3.0	January 2024	Logo changed
V2.1	February 2023	Changed 'Professional Formation Forum' (PFF) to 'Professional Development Subcommittee' throughout. Changed 'candidate' to 'applicant' throughout.
V2.0	May 2021	Minor updates to terminology following introduction of the new three-stage membership process
V1.0	July 2019	Final revision

Contents

Introduction: mentors	4	Supporting the mentee to prepare their application	10
Why become an IChemE mentor?	4	Meeting the initial requirements	10
Your role as a mentor	4	Chartered application and report guidance	10
How to register as a mentor	4	Application and assessment process	10
Introduction: mentees	5	Acting as a referee for an application	11
Why do engineers need mentors?	5	Once the mentor has agreed to act as referee	11
The role of a mentee	5		
How to find a mentor	5		
Initial Professional Development (IPD)	5		
The mentoring relationship and process	6	Accredited Company Training Scheme (ACTS) mentors	12
Making initial contact	6		
The first meeting	6	Available support	13
Further meetings	6		
Keeping records	6		
Chartered Membership requirements	7		
Review mentee's experience and training	7		
Assessment of mentee experience against requirements for Chartered Member	7		
Plan future development	8		
Action: advising mentee on how to realise their plans	8		
What happens if the mentor/mentee relationship is not working?	9		

Introduction: mentors

Why become an IChemE mentor?

As an IChemE mentor you are supporting a mentee in accordance with good practice, particularly within your own industry sector, for the next generation of engineers.

By supporting the development of IChemE members, you are not only advancing chemical, process, biochemical, and process safety engineering, but this also gives you the opportunity to reflect and continue your own professional development. Mentoring is a training ground for you to become a better manager of people and develop all the skills that a good manager should have.

Mentoring will enable you to keep up to date with the requirements to achieve Chartered Membership status, and in turn, ensure that the title maintains its relevance to you.

As a mentor you can offer an invaluable service to your fellow members, some of whom without a certain level of advice or reassurance may not feel confident in making an application to become Chartered.

Most importantly you will be able to have a huge influence on the career outlook of a young chemical engineer and this should provide you with a high level of personal satisfaction.

Your role as a mentor

As an experienced IChemE member you may already be mentoring, perhaps within an Accredited Company Training Scheme (ACTS) or through your connections made through Mentor Match.

The purpose of these guidelines is to help you support a mentee through their pathway to becoming Chartered. As such we anticipate that your mentoring will focus on the areas below:

- helping your mentee develop their skills and knowledge;
- sharing your own career story;
- guiding your mentee as to when they are ready to begin their application;
- supporting the mentee through their application acting as a referee for their application.

How to register as a mentor

Mentors are usually Chartered Members or Fellows of IChemE. If you hold another registration, we might ask you to provide more details.

All IChemE volunteers should read, understand and accept the Volunteer Code of Conduct and the Mentoring Code of Conduct.

To register as Mentor (other than through ACTS) please enrol on Mentor Match on IChemE Connect <https://connect.icheme.org/mentor-pages-bucket/mentor-welcome>

Introduction: mentees

Why do engineers need mentors?

Whether you work in a small or large organisation, you'll always find it useful to have support and guidance from a mentor. They'll be able to help you assess and plan your career experience when planning your own application to become Chartered.

Your mentor will help you to see things in yourself and in your work experience that you might otherwise not realise. They can advise you on areas of competence that need strengthening and suggest ways to help you improve those areas. A good mentor will share their own experience to help you develop and become ready for your formal application to become Chartered.

The role of a mentee

As a mentee you will be required to participate proactively in the preparation of your own training programme, and to maintain accurate records of all training and work experience received. IChemE recommends that you map this experience to the sections of the Competence and Commitment (C&C) Report. It is also expected that you will discuss progress with your mentor, who will review your experience and training record and assess how you are progressing towards meeting the required standard.

How to find a mentor

If your company has an IChemE Accredited Company Training Scheme (ACTS) then there will be a pool of mentors from which the ACTS Manager can assign a mentor for you.

For other members, IChemE offer a Mentor Match service on IChemE Connect. Just enrol as a mentee and then search for a mentor that best meets your needs, based on selected criteria. Start your Mentor Match journey here www.icheme.org/mentor-match

Initial Professional Development (IPD)

The Engineering Council refers to IPD as the workplace development that takes place before becoming professionally registered as an Engineering Technician (EngTech), Incorporated Engineer (IEng) or Chartered Engineer (CEng).

This is the period when aspiring professionals learn to apply their knowledge and understanding, develop their skills and competence, and begin to apply professional judgement. IPD enables engineers to demonstrate the necessary competence and commitment to become registered with the Engineering Council.

Many engineers carry out their IPD through structured programmes, whereas others may choose to carry out their IPD independently. All applicants should make their employers aware that they are working towards professional registration in order to receive support and guidance.

All applicants should familiarise themselves with the requirements for Chartered membership at www.icheme.org/chartered and presented within UK SPEC (www.engc.org.uk/ukspec), and understand what type of development records to keep. (If a mentee is registered in an ACTS, then the ACTS Scheme Manager will advise).

The mentoring relationship and process

Making initial contact

When a member has agreed to act as a mentor for a specific mentee, the contact details will be passed onto the mentee to make the first contact via email or phone. For initial contact, ensure both parties agree to maintain confidentiality.

If the mentee has not had a mentor up to this point and believes that they are almost ready to submit their application to become a Chartered Member, it's good practice for the mentee to send their CV for background information along with a draft of their C&C report if appropriate, to the new mentor.

The first meeting

Choose a location where there are no distractions (people, telephones, noise etc). This meeting will give you both a chance to get to know each other, your backgrounds and careers to date. If you work for the same company, it's also beneficial for the mentee to understand the corporate role of the mentor, in order to appreciate the respect and recognition that the mentor has within the company. If the mentee has recently joined from another company, it is useful for the mentor to understand the training, mentoring and work that the mentee accomplished there and what gaps the new company can help fill.

If the mentee is not based near the mentor geographically, and if both the mentor and the mentee are happy to do so, you may decide to conduct your communications online, by video conferencing or by phone.

The mentor should explain how training records and the mentee's progress should be recorded, and where and when the mentor and mentee should meet. Setting up a look ahead schedule for the next year is good practice, even if it needs to be changed later.

It may be useful to initially agree on how you expect the mentoring relationship to work and what you both want to get out of it. However, entering into a formal contract is not necessary.

Further meetings

The frequency of your meetings will depend on many factors. IChemE recommends meeting every three months. More frequent meetings are optional and may be necessary to review and discuss a particular topic eg the benefit of a change in role, an overseas opportunity, or the value of an available training course.

It's also good practice to record actions resulting from mentor/mentee meetings which should be resolved before the next session.

Keeping records

The mentee is required to maintain adequate records of all the training and job experience received. IChemE suggests that this record should follow the format of a Competence and Commitment (C&C) Report, which the mentor will review.

The mentee can also record their development by using IChemE's [Framework for Effective Mentoring](#).

Making note of actions, particularly where the mentor or the mentee has agreed to do something, will provide a useful agenda for the next communication.

Chartered Membership requirements



Review mentee's experience and training

Mentors will need to be aware of the depth and breadth of experience their mentee will gain (or has already gained) throughout their IPD.

At each quarterly review meeting, the mentor should review with the mentee:

- what the mentee has done in the job roles they've had and the significant assignments within those roles;
- any formal training that has been completed, ie courses or additional qualifications, and benefits gained;
- what on-the-job training, ie secondments, work shadowing etc has been completed and benefits gained.

It is recommended the mentee should update their training record and map their progress and experiences against the C&C report format.

At each stage, it should be established whether the mentee is in a position of responsibility within chemical or process safety engineering, is using chemical or process safety engineering principles routinely, and is consequently on the right track to prepare an application for Chartered Member in due course.

Assessment of mentee experience against requirements for Chartered Member

Once the mentor has confirmed that the mentee is working as a chemical or process safety engineer, the next step is to assess their experience and competence against the criteria for Chartered Member status.

Within the training records, ideally mapped to the C&C report sections, the mentor should review the progress in the report and provide a rating to ensure the mentee understands where they are against the required standard, and to enable the mentee to prioritise areas for development.

Please note that we are not asking the mentor to formally assess the mentee, but to offer their opinion and judgement as a Chartered Member.

Skill/ability	Evidence of competence demonstrates adequate coverage and meets the standard required for a Chartered Member. Performs the activity in a range of contexts; supervision only required in more complex circumstances; some individual responsibility or autonomy.
Evidence	Evidence of competence demonstrates good coverage, but the candidate needs either a little more experience or training, or the opportunity to operate at the required level. (The required experience, training or opportunities should be described). Little or no individual responsibility.
Knowledge	There has been some training undertaken or experience gained in the area, but more is required. Performs the activity with significant direction/supervision. Performs only routine and predictable tasks.
Awareness	The area has only been touched on by the mentee. Has not yet had the opportunity to perform the activity.

Tip: assess together how well the mentee's experience covers the competencies and level of commitment required by the C&C report. Areas that score low (awareness) should become a priority to address at the plan stage.

Plan future development

Once the assessment is completed, the mentor and mentee should then discuss those areas which may require further development.

Action: advising mentee on how to realise their plans

The final stage of the mentoring process is to discuss how the mentee can gain the training and experience they need. Things to consider:

- can the mentee ask their line manager for exposure to new areas of work?
- can the mentee request formal training from their line manager?
- how should the mentee approach their line manager?
- is the mentee ready to take on a lead role in a small project?
- can the mentee gain all the necessary skills in their current role?
- does the mentee need to change roles within their organisation or altogether?

The mentor should listen, challenge, encourage and act as a sounding board. Their role is supporting rather than cutting across a line manager's role.

At this stage the mentor should impress on the mentee that the ownership and responsibility for learning remains with them. The mentors should encourage the mentees to make clear short and long-term goals which help them focus on future development.

In an ongoing mentoring relationship, agreeing goals will form a good basis for future meetings and, more importantly, will help the mentee work towards achieving Chartered Member status.

Tip: list together actions the mentee could take to achieve the goals set out in the development plan, ie requesting an opportunity from their line manager to shadow a risk assessment, or request relevant health and safety training.

It is important for mentors and mentees to repeat the Review/Assess/Plan/Action cycle until they agree that the mentee has adequate experience and training before submitting an application to IChemE.

What happens if the mentor/mentee relationship is not working?

Mentor/mentee relationships may not work out for a variety of reasons. By mutual agreement you can end the mentoring relationship at any time and the mentee can seek an alternative mentor using Mentor Match. In the case of ACTS, contact your ACTS manager for support in arranging an alternative mentor.

Supporting the mentee as they prepare their application

Meeting the initial requirements

When the mentee is ready to make an application, they must normally satisfy the following requirements:

- fulfil the educational requirement (this should have been established at an early stage);
- fulfil the competencies and commitments required by Engineering Council UK;
- work, or have worked, in a responsible position in chemical or process safety engineering;
- nominate suitable referees who agree to support their application.

Visit www.icheme.org/chartered for a full explanation of the requirements the applicant must meet before making an application.

Chartered application and report guidance

Mentors and mentees should always refer to the Chartered Member Guidance document and templates www.icheme.org/chartered-guidance

Application and assessment process

All applications are peer-reviewed. Our volunteer professional reviewers are Chartered Members or Fellows of IChemE and receive training to ensure consistency and to maintain standards.

Our election panel, the Registration Subcommittee, make the final decision on whether applicants are elected to Chartered Member (MChemE).

Acting as a referee for an application

We encourage mentees to ask their mentors and line manager to act as referees.

In other cases, some chemical engineers preparing their application for Chartered Member status will be working as consultants or in companies where there are no other Chartered Members. To make an application, an applicant must have two CEng registered referees to support their application.

Once the mentor has agreed to act as referee

This is of course dependent on the mentor's assessment of the applicant and whether the mentor subsequently agrees to support their application.

As a referee, the mentor will need to be satisfied (and eventually testify) that the applicant:

- is working in a position of responsibility;
- has the relevant competence and commitment in the field of chemical or process safety engineering to uphold the standing and reputation of IChemE.

Accredited Company Training Scheme (ACTS) mentors

This section applies only to IChemE ACTS mentors and mentees. For more information regarding ACTS please visit www.icheme.org/acts

Each mentee must be assigned a mentor for the duration of their training. The role of the mentor is to counsel the mentee on technical, professional and personal matters relating to the acquisition of sufficient training and experience to become a Chartered Member of IChemE. They will also monitor the graduate's progress.

Mentor requirements

The ACTS Manager must ensure that mentors understand their responsibilities when taking on this role and are prepared to commit adequate time to their mentee(s) over the period they are on the scheme.

Since there is a need for the mentor to form an effective relationship with the mentee, it is recommended that a mentor should not have the responsibility for more than three mentees at any one time, although it is recognised that this may not always be possible. The mentor should also not be the line manager of the mentee.

The mentor will ideally be an experienced Chartered Member or Fellow. If this is not possible an experienced chemical engineer can be used, but that person should have a full understanding of the IChemE Chartered Member application process.

All new mentors must be registered with IChemE by the ACTS Manager who should notify the IChemE Accreditation Advisor as directed. It is advised for mentors to log in to 'MyIChemE' to ensure their contact details are kept up to date.

If no suitable IChemE Chartered Member can be identified within the company, a Chartered Engineer from another engineering discipline may be used.

Usually, the mentee will retain the same mentor throughout the programme, however sometimes the relationship does not work. After consultation with both parties, the ACTS Manager should identify a new mentor. If for any reason a change has to be made, such as a change of role or mismatched pairing, the ACTS Manager should notify the IChemE Accreditation Advisor as directed, as soon as possible.

When a trainee has completed an ACTS the mentor should confirm this to the ACTS Manager who will notify IChemE.

Available support

- visit www.icheme.org/mentoring for further details about mentoring, including the latest version of this guidance document and the Framework for Effective Mentoring;
- to register as a mentor, or to find a mentor in your area, enrol on Mentor Match on IChemE Connect www.icheme.org/mentor-match;
- guidance documentation can be found at www.icheme.org/chartered-guidance;
- for more information about Accredited Company Training Schemes visit www.icheme.org/acts or contact acts@icheme.org;
- IChemE has a range of courses for those looking for more experience in specific areas. Visit www.icheme.org/training for more details;
- Once enrolled as a mentor , visit the Mentors or ACTS Mentors community on IChemE Connect connect.icheme.org/home

Contact us for further information

UK

☎ +44 (0)1788 578214

✉ membersupport@icheme.org

Australia

☎ +61 (0)3 9642 4494

✉ austmembers@icheme.org

Malaysia

✉ malaysianmembers@icheme.org

New Zealand

☎ +64 (0)4 473 4398

✉ nzmembers@icheme.org



www.icheme.org

Incorporated by Royal Charter 1957. The Institution of Chemical Engineers (trading as IChemE) is a registered charity in England and Wales (214379) and Scotland (SC039661). The Institution also has associated entities in Australia, Malaysia and New Zealand.