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| ACTS IPD Completion Form |

**For completion by applicant and company representatives**

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| **Date:** |  |
| **ACTS details** | |
| **Company:** |  |
| **ACTS Number:** |  |
| **ACTS Manager:** |  |
| **Applicant’s details** | |
| **Surname:** |  |
| **First Name:** |  |
| **IChemE Membership Number:** |  |
| **Start date on scheme:** |  |
| **End date on scheme:** |  |

**Mentor Declaration**

To be completed by a registered mentor with the ACTS scheme with personal knowledge of the applicant.

I confirm that the above named applicant has gained the required experience and developed the skills stated below, at the appropriate level which is required to become a Chartered Chemical Engineer.

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| **Mentor’s Name:** |  |
| **Position:** |  |
| **Email:** |  |
| **Signature:** |  |

**Employer Declaration**

To be completed by the ACTS Manager or another senior chemical engineer in the scheme.

I confirm that the above named applicant has successfully completed our Training Scheme. The applicant was provided, under the supervision of a mentor, with the opportunities to gain the required experience and develop the skills stated below, at the appropriate level which is required to become a Chartered Chemical Engineer.

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| **A1** | Applying appropriate theoretical and practical methods to identify or define a problem, opportunity or project. |  |
| **A2** | Combining ideas and contributions from different people and disciplines to arrive at appropriate engineering, technical or scientific solutions. |  |
| **A3** | Displaying creativity and innovation: developing your own ideas to produce new engineering, technical or scientific solutions, new designs and new technological approaches. |  |
| **A4** | Undertaking scientific or technical evaluation and optimisation (of product, process, equipment, method, project etc) against the requirements you identified, or the belief you were given. |  |
| **A5** | Planning and executing projects: organising or performing technical work to implement or validate solutions, design etc. |  |
| **B1** | Ability to handle health, hazard and safety aspects: to apply appropriate principles, good practice, meet legislative requirements etc. |  |
| **B2** | Ability to handle sustainability aspects: these could include environmental, public concern and other societal issues, recognition of risks etc. |  |
| **B3** | Ability to handle commercial and economic aspects. |  |
| **C1** | Managing interpersonal communications and relationships including demonstrating an awareness of diversity and inclusion. |  |
| **C2** | Demonstrating leadership in a professional role. |  |
| **C3** | Communicating ideas and plans by report writing and oral presentation. |  |
| **D1** | Professional conduct. |  |
| **D2** | Ethical decision making. |  |

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| **Name:** |  |
| **Position:** |  |
| **Email:** |  |
| **Signature:** |  |

Note, if the experience has been gained via multiple Accredited Company Training Schemes the applicant will be required to provide separate ‘ACTS IPD Completion Form’ for each scheme.

If only part of the scheme was completed, the applicant will need to make an IPD Self-managed application. A copy of this form should be provided as a supporting document to exempt the applicant from needing to provide further evidence for the experience gained within the scheme.