Part 1 - Questionnaire and assessors’ report for the Approval of EngTech (level 3) programmes

**Instructions for completing this form**

*All* Indicative limits have been set for text boxes to guide the level of detail required. Please try to work within these limits.

*Programme provider* Please complete the sub-sections that are applicable to you. The section you have to complete depends on the programme you request approval for (Section A.4).

**Please complete and submit this application form, together with supporting materials, at least two months before the scheduled virtual meeting with the assessors.**

*Approval assessors* Please complete Part 1 and Part 2.

Please add comments in support of your findings in A5 and each part of Section B (where applicable).

**Your completed form must be submitted to IChemE within three weeks after the virtual meeting with the programme provider.**

 ***Return completed form to:*** **approval@icheme.org**

Section A – General Information

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| **A.1 Programme provider and contact information** |
| Programme provider name |       |
| Programme title |       |
| Staff member responsible for Approval submission |       |
| Address: |       | Email: |       |
| Phone: |       |
| Mobile: |       |
| Purpose of the application (choose as appropriate) | Approval | [ ]  | Re-Approval | [ ]  |
| Further information (if required)       |
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| **A.2 Approval details** |
| Date of the virtual meeting |       |
| *Names of assessors (please indicate the lead assessor)* |
| 1st assessor |       |
| 2nd assessor |       |
| 3rd assessor |       |
| Other (observer etc) |       |

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| **A.3 Key Staff members supporting the programmes under review** |
| Name |       | Email: |       |
| Job title |       | Phone: |       |
| Professional affiliations |       | Mobile: |       |
| Responsibilities |       |
|  |
| Name |       | Email: |       |
| Job title |       | Phone: |       |
| Professional affiliations |       | Mobile: |       |
| Responsibilities |       |
|  |
| Name |       | Email: |       |
| Job title |       | Phone: |       |
| Professional affiliations |       | Mobile: |       |
| Responsibilities |       |
|  |
| Name |       | Email: |       |
| Job title |       | Phone: |       |
| Professional affiliations |       | Mobile: |       |
| Responsibilities |       |

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| **A.4 Summary of programme submitted for approval***Indicate which of the following programmes you are submitting for approval* |
| 1 | Approved qualifications (level 3 or above) \* or Dublin Accord (not part of the training programme) | Approval of development of competencies | [ ]  |
| 2 | Approval of work-based (experiential) learning | Approval of development of competencies | [ ]  |
| 3 | Approval of Qualifications (level 3) |  | [ ]  |
| *\* It will either be an entry requirement for the trainees to have graduated from an approved qualification (level 3 or above) or they will have to graduate from such a qualification while they are in the programme submitted for approval.* |
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| Year the programme was established  |       | Programme duration |       |
| Number of trainees across all years |       | Average annual intake |       |
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| **A.5 Previous Approval (if applicable)***Verify that any conditions set in the previous accreditation have been met, or otherwise* |
| **Programme provider comment: (200 words max)**       |
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| **Assessor comment: (150 words max)**       |
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| **A.6 Explanatory notes***Space for any explanatory notes regarding Section A:* **(200 words max)** |
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| **A.7 Report submission dates** |
| **Date submitted by programme provider** |       | **Date submitted by assessors** |       |
| **Date approved by Approval Panel** |       | **Approval Panel Chair** |       |

Section B – Assessment of the programme

Please provide detailed comments on the following aspects of the programme to be reviewed.

Assessors should complete these sections after the formal virtual meeting.

**B.1 Programme context and objectives**

B.1.1 High level objectives and context

Comment upon the high-level objectives of the programme and upon any other aspects that will help to set the context for the Approval. Where relevant, also identify what is new and different since the previous approval.

**Programme provider comment: (500 words max)**

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**Assessors comment: (150 words max)**

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B.1.2 Other sites/campuses (if applicable)

Where the programme provider operates (or plans to operate) any of the programmes under review in different locations, please provide details of the Approval arrangements.

**Programme provider comment: (300 words max)**

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**Assessor comment: (200 words max)**

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**B.2 Entry requirements**

Comment on the entry criteria and profiles, the entry numbers and trends, and the strategy for attracting trainees to the programme.

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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**B.3 Learning outcomes**

B.3.1 Achievement of learning outcomes at Level 3

Please note, that if you have ticked the first box in section A.4. it means that the trainees have achieved the required knowledge and understanding by graduating from an Approved formal qualification at level 3 or above. Tick the box below and leave the rest of B.3 blank. (Provide the details in B.2).

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| **All the trainees have achieved the required knowledge and understanding by graduating from an external approved qualification.** | [ ]  |

Comment upon how the learning outcomes are achieved in the following specified categories.

Please note, that if you have ticked the second box in section A.5, it means that the learning outcomes are achieved through your programme by work-based activities (experiential learning).

If you have ticked the third box in section A.5, it means that the learning outcomes are achieved through your programme as a formal academic qualification.

A programme can combine both qualifications and experiential learning as long as all the learning outcomes are achieved (tick the appropriate box).

B.3.1.1 Science and mathematics (Guidelines Appendix C1)

**Programme provider comment: (500 words max)**

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| **Qualifications** | [ ]  | ***Experiential learning*** | [ ]  |
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**Assessor comment: (150 words max)**

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B.3.1.2 Chemical Engineering analysis (Guidelines Appendix C2)

**Programme provider comment: (500 words max)**

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| ***Qualifications*** | [ ]  | ***Experiential learning*** | [ ]  |
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**Assessor comment: (150 words max)**

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B 3.1.3 Design and innovation (Guidelines Appendix C3)

**Programme provider comment: (500 words max)**

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| ***Qualifications*** | [ ]  | ***Experiential learning*** | [ ]  |
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**Assessor comment: (150 words max)**

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B 3.1.4 The engineer and society (Guidelines Appendix C4)

**Programme provider comment: (500 words max)**

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| ***Qualifications*** | [ ]  | ***Experiential learning*** | [ ]  |
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**Assessor comment: (150 words max)**

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B 3.1.5 Engineering practice (Guidelines Appendix C5)

**Programme provider comment: (500 words max)**

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| ***Qualifications*** | [ ]  | ***Experiential learning*** | [ ]  |
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**Assessor comment: (150 words max)**

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**B.4 Competence and commitment outputs**

B.4.1 Development of the competencies at Level 3 (Guidelines Appendix D)

Comment upon how the competencies are developed by the trainees in the following specified categories.

Please note that this section is applicable to the programmes that ticked either of the first two boxes in Section A.4.

If you have ticked the third box in Section A.4 then this section is not applicable to your programme and leave it blank.

B.4.1.1 The trainee to use process related knowledge and understanding to apply technical and practical skills

**Programme provider comment: (500 words max)**

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**Assessor comment: (150 words max)**

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B.4.1.2 The trainee to contribute to one or more of the following: (de)commissioning, design/development, modification / refurbishment, manufacture, construction, operation / maintenance of products, quality assurance, cleanout / waste management of processes, systems, equipment or devices

**Programme provider comment: (500 words max)**

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**Assessor comment: (150 words max)**

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B.4.1.3 The trainee to accept and exercise personal responsibility

**Programme provider comment: (500 words max)**

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**Assessor comment: (150 words max)**

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B.4.1.4 The trainee to use effective communication and interpersonal skills

**Programme provider comment: (500 words max)**

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**Assessor comment: (150 words max)**

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B.4.1.5 The trainee to make a personal commitment to appropriate codes of professional conduct; recognising obligations to society, the profession and the environment.

**Programme provider comment: (500 words max)**

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**Assessor comment: (150 words max)**

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**B.5 Roles of the trainees within the organisation**

Describe the roles of the graduates from the programme within the organisation (if applicable).

**Programme provider comment: (150 words max)**

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**Assessor comment: (150 words max)**

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**B.6 Culture and practice**

B 6.1 Safety, Health & Environment culture and practice

Comment of the safety culture prevalent within the site or academic unit and the uniformity of adoption in practice.

**Programme provider comment: (300 words max)**

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**Assessor comment: (150 words max)**

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B.6.2 Ethics culture

Comment on the ethics culture prevalent within the site or academic unit.

**Programme provider comment: (150 words max)**

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**Assessor comment: (150 words max)**

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**B.7 Assessment and quality assurance**

Comment upon pertinent details of the assessment strategy and the quality assurance in place to ensure outcome standards are consistently and fairly assessed.

B.7.1 Philosophy and methods of assessment

Which methods of assessment are used? How trainees / students work is examined, assessed and moderated?

**Programme provider comment: (300 words max)**

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**Assessor comment: (150 words max)**

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B.7.2 Classification of Award/Programme

**Programme provider comment: (150 words max)**

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**Assessor comment: (150 words max)**

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B.7.3 Quality assurance mechanisms

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| A non-exhaustive list of quality assurance mechanisms that could be used. |
| **Ofqual/Ofsted report** | [ ]  | **Apprenticeship Regulatory Compliance** | [ ]  |
| **Awarding Organisation Accreditation Method** | [ ]  | **External examiners / verifiers report and related responses** | [ ]  |
| **Internal programme review reports** | [ ]  | **Other** | [ ]  |
| **Programme provider comment: (300 words max)** |
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**Assessor comment: (150 words max)**

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B.7.4 Compensation strategy (management of student progression) (applicable only to qualifications)

Is it possible for a student to graduate from the programme without having passed ALL course modules?

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| Yes | [ ]  | No | [ ]  |

If yes, please detail the compensation strategy used to enable progression and/or graduation.

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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**B.8 Competence and commitment report**

All the trainees who graduate an approved programme that develops their competencies are expected to have their Competence and Commitment (C&C) Report completed by the time they graduate the programme.

Comment on the tools and the support that the programme provides to the trainees in order to complete their C&C report. How do you monitor their progress?

Please note that this requirement is not applicable for students who graduate a formal qualification programme only.

**Programme provider comment: (300 words max)**

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**Assessor comment: (150 words max)**

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**B.9 Resources**

Comment on the adequacy of resources to support of the programme.

B.9.1 Academic staff (applicable to programmes that include formal qualifications)

Summarise and comment on the numbers of staff supporting the programme and their position and numbers in professional membership of IChemE or equivalent.

Indicate the full-time equivalent of staff input to supporting the programmes under review, along with any further information pertinent to the assessment.

**Programme provider comment: (500 words max)**

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**Assessor comment: (200 words max)**

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B.9.2 Facilities

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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B.9.3 Any other resources not covered above

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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**B.10 Assessors’ observations arising from the virtual meeting**

Summarise key concerns or issues arising from the virtual meeting with the programme representatives.

**Assessor comment: (300 words max)**

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**B.11 Developments**

Summarise key changes made, or planned, which may impact upon the programme.

B.11.1 Recent developments

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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B.11.1 Future plans

**Programme provider comment: (200 words max)**

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**Assessor comment: (150 words max)**

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**B.12 Conclusions**

**Please note:** this report will be considered at the next meeting of the Approval Panel. Following the meeting, the programme provider will be informed of the Panel’s decision regarding the approval status of the programme under review and of any conditions which need to be fulfilled.

Summarise key findings and conclusions from the materials assessed and the Approval virtual meeting.

**Assessor comment: (500 words max)**

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**B.13 Declaration**

**Declaration to be signed by the staff member with the authority to allocate the resources required to support the programme.**

**“On behalf of the applicant organisation, I apply for approval of the programme appended to this application.**

**Qualified staff and resources are available to support the programme”.**

|  |  |
| --- | --- |
| Signed |       |
| Name |       |
| Position |       |
| Date |       |