

Professional Development Subcommittee Terms of Reference

Delegated Authority

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| Royal Charter 3(e) | To hold or prescribe examinations |
| By-Law 1 | Qualifications of Member |
| By-Law 21,22,23 | Qualifications for Membership |
| By-Law 26 | Assessment, Training and Experience Regulations governing requirements for courses of study, assessments, training and experience, preparation and submission of technical reports, examination, academic requirements, and any additional requirements for membership |

Purpose

The Professional Development Subcommittee is responsible to the Membership & Qualifications Committee (MQC) for developing the policy for and overseeing the operation of Accredited Company Training Schemes (ACTS), self-managed routes through Initial Professional Development (IPD) and implementing IChemE's CPD strategy. IPD is when aspiring professionals learn to apply their knowledge and understanding, develop their skills and competence, and begin to apply professional judgement. It usually refers to the workplace development that takes place before becoming professionally registered as EngTech, IEng, CEng or ICTTech.

Duties

The Subcommittee shall:

- define, document, and keep under review, for approval by MQC the IPD and CPD standards and guidance required for professionally qualified membership of the Institution as determined by the Regulations and as licensed by the Engineering Council and other relevant national and international Regulatory Bodies
- define, document, and deliver the processes for assessment and accreditation of IPD programmes/schemes to meet the required IPD for IChemE membership and registration with relevant national and International Regulatory Bodies
- oversee the random CPD record sampling of the Institution's professionally qualified membership in line with the various regulators' requirements
- represent the Institution on matters relating to IPD and CPD on relevant bodies such as committees and working groups of the Engineering Council and other relevant national and international regulatory bodies
- maintain a pool of Assessors suitably qualified and trained to deliver all assessment processes
- provide guidance and training for mentors supporting the professional development of members
- keep under review and advise MQC of the impact to IPD and CPD of any changes, proposed or implemented by regulators

- maintain oversight of Associate Members and track the progression of Student members into Associate Membership and then through to Chartered Membership by monitoring the membership pipeline and in particular the flow of applications from Stage 1 to Stage 3 via Stage 2
- maintain effective communications with all stakeholders, including producing an annual report of the Panel's processes and activities, for approval by MQC.

Membership

The membership of the Subcommittee shall comprise:

- Chair
- Up to two Vice Chairs

And at least 7 ordinary members which shall include:

- Lead CPD Lead Assessor (ex officio)
- A minimum of 3 IPD Assessors*
- A minimum of 2 ACTS Assessors
- A minimum of 2 Professional Reviewers*
- A minimum of 2 CPD assessors*
- A minimum of one non-registrant Associate Member

*These can be the same individuals. Ideally, at least one of the Professional Reviewers and/or IPD Assessors should be EngTech or IEng registered.

The diversity of the Subcommittee membership should reflect in so far as possible the diversity of IChemE's membership by gender, region, grade, industry sector by co-opting up to a further three suitably qualified members.

In attendance:

Professional Development Executive, Accreditation and Membership Administrator, CPD and Membership Administrator and staff members of the directorate as required

The Chair, who shall be a Fellow, shall be appointed following an expression of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications, the Trustee representative on MQC, two further members of MQC and a senior member of staff. The Vice Chair, who shall be a Fellow, shall be appointed following an expression of interest from within the membership of the Subcommittee and appointed via a panel including VP Qualifications and the Chair of the Subcommittee.

Subcommittee members, who shall in the majority be Voting Members, shall be appointed following an expression of interest from the communities represented in the membership of the Subcommittee and appointed via a panel including the Chair and Vice Chair of the Subcommittee, two further members of MQC and a senior member of staff.

Ideally, the PSub membership should also reflect the diversity of IChemE's membership. The Subcommittee's members' term will normally be for three years with the potential for a consecutive second term to ensure subcommittee continuity. The Chair's and Vice Chair's respective terms will normally be for three years with the potential for a consecutive second term; these terms supersede their terms as a subcommittee member. Members who have completed their maximum terms may be eligible for a further term after an interval of two years.

Meetings

The Subcommittee will normally meet quarterly but may meet more often as business demands. Meetings will normally be virtual and be scheduled to facilitate the attendance of the Subcommittee's global membership. Minutes will be prepared within 21 days of the meeting. Non-Subcommittee members may attend part(s) of the meeting with the agreement of the Chair. Participating Members should already have:

- a detailed understanding of all IChemE membership grades and their respective requirements
- a detailed understanding of IChemE's Royal Charter, By-laws, and Regulations
- a good understanding of IChemE qualifications work processes.

The meetings will be quorate if at least five (5) of the members are present which must include the Chair or Vice Chair and at least one IPD Assessor, one Professional Reviewer, one ACTS assessor and one CPD Assessor plus the Professional Development Executive.

The Subcommittee Chair shall report to MQC after each meeting on matters within its duties and responsibilities.

Other matters

The Subcommittee shall:

- have access to sufficient resources for it to carry out its duties
- be provided with appropriate training, both in the form of an induction programme for new members and on an ongoing basis for all members
- give due consideration to laws, regulations and any published guidelines or recommendations of the Charity Commission or other applicable rules as appropriate
- arrange for periodic review of its own performance, and at least annually review the Subcommittee Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to MQC for approval.