

MPDS TOOLKIT DEVELOPING ENGINEERS

Institution of
**MECHANICAL
ENGINEERS**

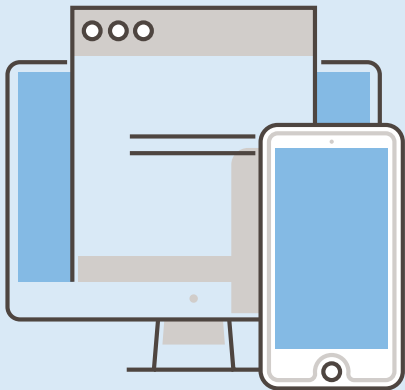
Improving the world through engineering

imeche.org

Contents and Introduction

► Contents and Introduction

- Getting started with the MPDS tools
- Using the MPDS tools
- Compulsory Submissions
- Optional Submissions
- Completing MPDS



About the Monitored Professional Development Scheme (MPDS)

MPDS is designed to help you reach professional registration as a Chartered or Incorporated Engineer. By adopting MPDS, your company has committed to helping you further your engineering competence, from your first placement to your final professional registration in line with the competences set out by the Engineering Council's UK Standard For Professional Engineering Competence (UK-SPEC).

About Career Developer

Career Developer is the Institution of Mechanical Engineers' (IMechE) online portal that allows engineers to manage their professional development. Under the MPD Scheme, you'll submit quarterly reports and annual assessments against planned objectives that will be scored against UK-SPEC by a mentor. This report structure ensures you receive regular quarterly feedback, essential to your progression.

Your mentor

You will be assigned a mentor by your company to guide you through MPDS. Mentors are registered engineers within your company, or in a similar field to you, who have agreed to help you plan and reach your personal objectives. Through regular face-to-face meetings and scheduled submissions, you'll learn more about the UK-SPEC competences you'll be working towards each quarter and how best to meet them.

If you're finding your professional development difficult, you can discuss your training and development with your mentor. Your mentor is committed to helping you achieve your competence, so if they are continually unavailable or on extended leave, you will need to discuss being assigned a replacement mentor with your scheme administrator. Details of your new mentor can be emailed to mpds@imeche.org.

Getting Started with the MPDS tools

Contents and Introduction

➤ **Getting started with the MPDS tools**

Using the MPDS tools

Compulsory Submissions

Optional Submissions

Completing MPDS

Registration

You must complete an IMechE MPDS registration form to be formally registered on the Scheme. You may record previous experience on this application – if you are working towards IEng, you can claim up to 52 weeks previous experience, while if you are working towards CEng, up to 78 weeks – which must then be approved by your mentor and signed.

Once registered, you must make sure your membership of IMechE stays up to date. If you fall behind with your subscription fees, you will be automatically removed from MPDS. If you transfer to a new company with an accredited scheme in place, you can continue with MPDS, just let us know by completing and returning the MPDS Transfer Form available here. If your new company does not have an MPD Scheme in place, please email us at mpds@imeche.org.

Overview

The MPDS tools have many features that allow you to record your Initial Professional Development (IPD) as effectively as possible. You can use the tool to simply submit the compulsory MPDS Quarterly Reports and Annual Assessments, or as a more fulfilling development programme with the capability to plan, record and provide evidence against competences. Everything you submit to MPDS forms part of your application for professional registration and should be supported by regular face-to-face meetings with your mentor.

You must make sure you submit your reports and assessments within two months of the due date to ensure that you stay up to date. Any Further Learning should also be completed whilst on MPDS so your application for professional registration isn't delayed.

Your submissions are scored against five main areas of competence. Your mentor will help you plan your compulsory Quarterly Reports and Annual Assessments effectively in order to meet the requirements set out by the Engineering Council.



Getting Started with the MPDS tools

Contents and Introduction

➤ **Getting started with the MPDS tools**

Using the MPDS tools

Compulsory Submissions

Optional Submissions

Completing MPDS



Scoring for UK Standard for Professional Engineering Competence (UK-SPEC)

There are four levels of scoring that your mentor may use to assess you as a Chartered or Incorporated Engineer:

Level 1 Aware	Level 2 Familiar
<ul style="list-style-type: none">➤ Performs the activity with significant supervision and guidance➤ Performs basic routine and predictable tasks➤ Little or no individual responsibility	<ul style="list-style-type: none">➤ Performs the activity in a range of contexts➤ Supervision only required in more complex circumstances➤ Some individual responsibility or autonomy
Level 3 Skilled	Level 4 Expert
<ul style="list-style-type: none">➤ Performs the activity in some complex and nonroutine contexts➤ Significant responsibility and autonomy➤ Can oversee the work of others	<ul style="list-style-type: none">➤ Performs the activity in a wide range of complex and non-routine contexts➤ Substantial personal autonomy➤ Can develop others in the activity

How the scores work

Each assessed piece of work that you submit will be graded using the above levels, based on UK-SPEC's five competences. Once you have completed MPDS, your mentor will assess the final scores you have been awarded to decide whether your application for registration is appropriate. Your competence will be assessed by the IMechE through the membership application process and Professional Review Interview.

Using the MPDS tools

Contents and Introduction

Getting started with the MPDS tools

➤ **Using the MPDS tools**

Compulsory Submissions

Optional Submissions

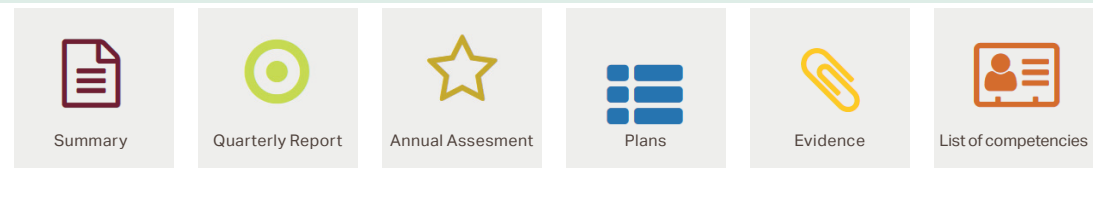
Completing MPDS

Using the MPDS tools is simple

Log in to your account at www.imeche.org/careerdeveloper or enter your IMechE username and password in the log in fields in the top right hand corner of any page of the IMechE website, navigate to the Welcome page and then click MPDS/SRS Tools for Developing Engineers. If you have any trouble logging in to the tools, email mpds@imeche.org

Once logged in, you will be able to view your MPDS status. Make sure that your MPDS year and quarter are correct and that any previous experience you have claimed is showing.

If any of these details are incorrect, email mpds@imeche.org for an update.



These areas form the basis of your MPDS and each allow you to record and submit your progress. They are designed to guide you through each quarter and year and allow you to pull together your submissions ahead of your Annual Assessment.

It is highly important to develop a good reporting style through regular submissions. By building a record of competence, you are demonstrating your skills and knowledge base, which will be used as part of the application for professional registration.

Compulsory Submissions

Contents and Introduction

Getting started
with the MPDS tools

Using the MPDS tools

➤ **Compulsory Submissions**

Optional Submissions

Completing MPDS

Quarterly Reports and Annual Assessments are compulsory elements of MPDS.

Quarterly Reports and Annual Assessments are compulsory elements of MPDS.

For years one and two on the scheme, you will need to submit three Quarterly Reports, each around 200-500 words long providing a summary of what you've contributed and learnt each quarter, including what you learnt from errors and failures.

This will be followed by an Annual Assessment which provides an overview of quarter four, the year as a whole and your mentor's report of competence against UK-SPEC.

In years three (usually the final year for those on the IEng route) and four (usually the final year for those on the CEng route) on the scheme, you will need to submit at least one Quarterly Report for quarter two and an Annual Assessment in quarter four. Submitting a Quarterly Report for quarters one and three is optional.



Compulsory Submissions

Contents and Introduction

Getting started with the MPDS tools

Using the MPDS tools

➤ **Compulsory Submissions**

Optional Submissions

Completing MPDS



Year 1			
Developing Engineer can claim previous experience to enter the scheme at an agreed quarter. Max: 4 quarters (IEng), 6 quarters (CEng)			
Q1	Q2	Q3	Q4
Mandatory	Mandatory	Mandatory	Mandatory
1 submitted report (submission allows next quarter to start)	1 approved report (approval of both Q1&2 allows next quarter to start)	1 approved report (approval of all Q1,2,3 allows next quarter to start)	1 annual assessment (approval allows Year 2 to start)
Year 2			
Q1	Q2	Q3	Q4
Mandatory	Mandatory	Mandatory	Mandatory
1 submitted report (submission allows next quarter to start)	1 approved report (approval of both Q1&2 allows next quarter to start)	1 approved report (approval of all Q1,2,3 allows next quarter to start)	1 annual assessment (approval allows Year 3 to start)
Year 3			
Q1	Q2	Q3	Q4
Optional	Mandatory	Optional	Mandatory
1 submitted plan	1 approved report (approval allows next quarter to start)	1 submitted plan	(approval allows completion for those on IEng route or Year 4 to start)
Year 4			
Q1	Q2	Q3	Q4
Optional	Mandatory	Optional	Mandatory
1 submitted plan	1 approved report (approval allows next quarter to start)	1 submitted plan	1 annual assessment (allows scheme completion or extension into Year 5 (if necessary))

Compulsory Submissions

Contents and Introduction

Getting started with the MPDS tools

Using the MPDS tools

➤ **Compulsory Submissions**

Optional Submissions

Completing MPDS



Quarterly Reports

These reports form the basis of your submission for professional registration and are designed to show that you have been monitored, you have achieved professional competence and are committed to engineering.

To create a Report

1. Click on your current Year and Quarter and the report template will open.
2. Type your report (up to 500 words) or copy it in from another document. If you haven't submitted Evidence this quarter, you can match your paragraphs more visibly to UK-SPEC by using the competence codes (e.g. B1, D2 etc).
3. Once you are happy with the submission, click 'Save as Draft'.
4. You can then click 'Submit' if you are ready to send it to your mentor.

The objectives and competences assigned to any plans and evidence submitted during this quarter will automatically be added to your report.

Annual Assessments

Your Annual Assessment is a summary of quarter four, the year as a whole and how you achieved the competences set out in UK-SPEC. This should be submitted and approved by your mentor within two months of the due date. You must complete your Annual Assessment for the year before moving onto the next Quarterly Report.

To create an Annual Assessment

1. Click on the current year and the Annual Assessment template will open.
2. Any UK-SPEC competences covered this year will appear if you have submitted evidence.
3. Under each of the competence headings (A-E) list the activities you have carried out and how you have achieved these competences – don't leave these areas blank or your mentor will be unable to assess you.
4. Complete your personal evaluation of the year.
5. To ensure your comments are saved, please click 'Save as Draft'.
6. You can then click 'Submit' if you are ready to send it to your mentor. You won't be able to amend this unless your mentor returns it to you for revision.

Your mentor will then score your competences and fill in four questions relating to the report before signing it off by accepting the submission. The timeliness of your reports will be reviewed at your company's accreditation visit as part of the accreditation process.

Optional Submissions

Contents and Introduction

Getting started with the MPDS tools

Using the MPDS tools

Compulsory Submissions

► Optional Submissions

Completing MPDS



Plans

Whilst creating Plans are optional, they can add valuable content to your reports and are highly recommended in your third and fourth years. Use one Plan per quarter to outline your aims, objectives and competences.

To create a Plan

1. Under the Plans tab, click on the current Year and Quarter and the Plan template will open.
2. List your objectives for the quarter.
3. Link competences to your plan by pressing "Click to add competences". You will need to add one competence at a time.
4. To ensure your work is saved, click 'Save as Draft'.
5. If you would like your mentor to review and add their comments to this, click the 'Submit to Mentor' button.

The Plan is then sent to your mentor for review. They will check the competences you have selected and then either approve it if they are happy or return it with comments for you to revise before submitting again.

You should focus on the objectives and competences you have chosen for that quarter. If you don't achieve all of them, you can revisit them in the next quarter.

Evidence

Whilst working towards your registration, you will take part in a range of activities such as project roles, quality management, financial budgeting, various courses and risk

assessments which will all help build your competence. You will address the various competences of UK-SPEC several times because you gain competence by doing things over and over again, and you can record these activities as part of your portfolio of evidence.

As your MPDS record is portable and the nature of the projects you work on is likely to be confidential, you should avoid uploading sensitive company documentation. Instead, you can make brief notes to outline how you achieved the competences within each Plan and these can be mapped automatically to your Quarterly Reports.

To submit Evidence

1. Under the Evidence tab, click on the 'Add' button and an Evidence template will open.
2. Give your Evidence a title, year and quarter and select the type of evidence category from the dropdown menu (e.g. project or report).
3. Upload your Evidence or specify a physical location where your Evidence can be found.
4. Enter your brief comments in the evidence comments field.
5. Link the competences you achieved during this period, by clicking 'Add competences'. Each competence must be added one at a time.
6. To ensure your work is saved, click 'Save as Draft'.
7. If you would like your mentor to review and add comments to this, click 'Submit'.

You can submit up to 8 pieces of Evidence each quarter.

Completing MPDS

Contents and Introduction

Getting started with the MPDS tools

Using the MPDS tools

Compulsory Submissions

Optional Submissions

▶ Completing MPDS



When your mentor has marked an Annual Assessment as your final assessment, this normally indicates that you've completed IPD and reached an appropriate level of competence within the UK-SPEC criteria for your path. However, this depends on you having had sufficient opportunity to develop competence and whether you are actually working at CEng or IEng level. Your mentor will help agree this with you.

If you or your mentor feels you are not quite ready for registration, you should continue recording your development. To ensure that your scheme is extended, you or your mentor should email us at mpds@imeche.org with your full name, membership number and duration of the extension in quarters. You can report up to a maximum of Y6Q4. The content in your next quarterly report could make all the difference at your professional review so carry on completing them until you're ready for registration.

Applying for Professional Registration - CEng MIMechE or IEng MIMechE

When you are ready to apply for professional registration and full membership, you should complete the online application form available within the My Account area. To access this, you will need to go to Online Applications, then select Online Application Checker. Under the Online application forms section will be the link to both the Chartered Engineer and Incorporated Engineer application forms.



As a member, you'll be expected to continue your commitment to engineering through Continuing Professional Development (CPD). Your mentor will discuss the IMechE Code of Conduct with you and can help you with your CPD. As part of your CPD, you can become an MPDS mentor and ensure that professional engineering standards are maintained through mentoring graduate engineers.

For any membership enquiries:

Email membership@imeche.org
or call +44 (0)20 7304 6999