MONITORED PROFESSIONAL DEVELOPMENT SCHEME AND CAREER DEVELOPER TOOLKIT DEVELOPING ENGINEERS.
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 tool that allows you to chart your progression towards professional registration. Under the 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.

You can read the mentor/engineer contract online [here](#).
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:

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<th>Level 1 Aware</th>
<th>Level 2 Familiar</th>
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<tr>
<td>Performs the activity with significant supervision and guidance</td>
<td>Performs the activity in a range of contexts</td>
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<tr>
<td>Performs basic routine and predictable tasks</td>
<td>Supervision only required in more complex circumstances</td>
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<tr>
<td>Little or no individual responsibility</td>
<td>Some individual responsibility or autonomy</td>
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<th>Level 3 Skilled</th>
<th>Level 4 Expert</th>
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<td>Performs the activity in some complex and non-routine contexts</td>
<td>Performs the activity in a wide range of complex and non-routine contexts</td>
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<tr>
<td>Significant responsibility and autonomy</td>
<td>Substantial personal autonomy</td>
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<tr>
<td>Can oversee the work of others</td>
<td>Can develop others in the activity</td>
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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’ve completed MPDS, IMechE then assesses the final scores you’ve been awarded to decide whether your application for registration is appropriate.
HOW TO ACCESS CAREER DEVELOPER

USING CAREER DEVELOPER 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. Then click MPDS in the left hand menu. If you have any trouble logging in to Career Developer, email mpds@imeche.org

Once logged in, click ‘My Status’ to access the competence framework and chart you’re working towards. Make sure that your MPDS year and quarter are correct and that any previous experience you’ve claimed is showing. If any of these details are incorrect, email mpds@imeche.org for an update.

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<th>Your reporting tools</th>
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<tr>
<td>• Plans</td>
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<tr>
<td>• Evidence List</td>
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<td>• Quarterly Reports</td>
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<td>• Annual Assessments</td>
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<td>• Meetings</td>
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These areas form the basis of your MPDS and each allow you to record and submit your progress. They’re designed to work chronologically, guiding you through each quarter and year and allowing 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.
OPTIMAL SUBMISSIONS

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 the aims, objectives and competences you intend to cover.

To create a Plan

1. Within the Plans area, click on ‘Create a Plan’.
2. Enter a title for the Plan so you can easily identify it.
3. Enter the aims and objectives you intend to cover in this quarter.
4. Select the competences you intend to cover.
5. You can then either ‘Save’ to come back to it at a later date, or ‘Submit’ if you’re ready to send it to your mentor.

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

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

If you decide not to use Plans during your first and second years but choose to begin in your third or fourth years, MPDS will ask you to retrospectively complete the previous quarters. Simply enter ‘N/A’ into text boxes for a quick fix or create a plan in any quarter and email us at mpds@imeche.org to have it reassigned to the appropriate quarter.

MEETINGS

This tool is a useful place to record any meetings with your mentor. You should try and meet with your mentor as often as possible, but we recommend meeting at least once a quarter to help you keep on track.

EVIDENCE

Whilst working towards your registration, you’ll 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’ll 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. Within the Evidence List section, click on ‘Submit Evidence’.
2. Give your Evidence a title, year and quarter and select the type of evidence category from the dropdown menu (eg 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 summary field and choose the competences you achieved during this period.
5. You can then either ‘Save’ to come back at a later date, or ‘Submit’ if you’re ready to send it to your mentor.

Your mentor will then review the Evidence. They may choose to score this submission between 1–4, or simply approve it. The review will automatically appear in the Competency Checksheet – you can use this checksheet as a useful ‘at a glance’ analysis to see which competences you’ve covered when and which ones you still need to work towards.
Whilst Plans and Evidence are optional submissions, you’re monitored via compulsory Quarterly Reports and Annual Assessments. You must submit four Quarterly Reports each year, 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.

Your competence is further monitored through the Annual Assessment – an overview of the year and your mentor’s report of competence against UK-SPEC.

QUARTERLY REPORTS

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

**To create a Report**

1. Click on the Quarterly Reports tab in the left hand menu and then ‘Create a Report’.
2. Give your Report a title so it’s easy to identify.
3. 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 (eg B1, D2 etc).
4. Click ‘Save’ or ‘Submit’ if you’re ready to send it to your mentor.

Remember to save your work as you go. If the system has to autosave your work it will import (AUTOSAVE) into the title.

The objectives and competences assigned to any plans and evidence submitted and approved by your mentor during this quarter will automatically be added to your report. You cannot add evidence to reports that have already been approved by your mentor.

You can edit and delete reports before you submit them to your mentor. Once they’ve been approved by your mentor, they form part of your permanent record and can’t be changed.

ANNUAL ASSESSMENTS

Your Annual Assessments should be submitted and approved by your mentor within two months of the due date. You must complete your Annual Assessment for your year before moving onto the next Quarterly Report.

**To create an Annual Assessment**

1. Within the Annual Assessments area, click on ‘Create an Assessment’.
2. Any UK-SPEC competences covered this year will appear if you’ve submitted evidence. You can add to these using the text boxes provided if you like.
3. Manually list the activities you’ve carried out under each competence – don’t leave these areas blank or your mentor will be unable to assess you.
4. If you need to add to your report at a later date, click ‘Save’. If you’re ready to send it to your mentor, click ‘Submit’. You won’t be able to amend this unless your mentor returns it to you for revisions.

Your mentor will then score your competences and fill in four questions relating to the report before signing it off by marking it as complete. The timeliness of your reports will be reviewed at your company’s accreditation visit as part of the accreditation process.
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. The system will let you automatically roll over into your next year of reporting. 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’re ready to apply for professional registration and full membership, you should complete the online application form available within Career Developer.

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.

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<td>email <a href="mailto:membership@imeche.org">membership@imeche.org</a> or call 0845 226 9191</td>
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