

COMPANY ACCREDITATION APPLICATION FORM GUIDELINES.

Institution of
**MECHANICAL
ENGINEERS**

MAKING AN APPLICATION

Applying to a single Institution

This application form is for organisations seeking accreditation or re-accreditation of a professional development scheme and should be completed and returned to the Institution selected. The Guidance provided in this document relates specifically to the IMechE. It is advisable to inform and to seek any further advice from the chosen Institution prior to completing the Form.

Should you seek IMechE EngTech approval for your apprenticeship scheme you will need to complete a separate Application Form. Please contact ETAS@imeche.org for more information.

Applying to multiple Institutions

This Form facilitates a multiple Institution accreditation submission to any of the following Institutions: Institution of Mechanical Engineers, Institution of Engineering and Technology, Institute of Physics, Royal Aeronautical Society and Institute of Marine Engineering, Science and Technology, one of whom you should nominate as the “lead” institution to co-ordinate the accreditation process. You are advised to inform and to seek any further advice from the chosen Institutions prior to submitting the completed Form.

This same submission can be presented to each Institution unless the scheme offers different solutions for different disciplines or different categories of registration. Where this is the case, it may be necessary for separate submissions to be made. Please consult with the selected Institutions before attempting to submit a scheme for accreditation.

Sending in the completed applications

When submitting the Form and relevant supporting material to the IMechE it must be sent electronically to ipd@imeche.org. Hardcopy submissions will not be accepted.

Where applying for multi-Institution accreditation, please consult each Institution individually for electronic submission guidance.

Accreditation Visit

Where accreditation is sought from more than one Institution, a single joint accreditation visit can be arranged to avoid unnecessary disruption to your company and personnel. This will be co-ordinated by the “lead” institution.

COMPLETING THE SECTIONS

Section 1 – Company Information

This section requests basic details about your organisation, main points of contact, and other key personnel associated with the scheme.

Section 2 – Scheme Information

This section requires details about the scheme itself, such as its title, period of operation, number of candidates currently enrolled and existing accreditation with other Institutions.

Section 3 – Scheme Locations

This section requires information as to where the scheme is currently in operation. Please ensure any additional locations are included where candidates may be placed for more than a six month period. Where this is applicable, please provide a list of all additional scheme locations, including each locations full address on a separate sheet.

Should the scheme operate in locations outside of the UK then supplementary information will be required. Please contact the ipd@imeche.org for more information.

Section 4 – Scheme Overview

Please provide a detailed overview on how the scheme is structured, including how UK-SPEC is incorporated into the scheme, how it is monitored and how it remains effective, etc.

Section 5 – Candidate Assessment

Please outline how candidates are assessed against the requirements of the scheme and UK-SPEC, including what records candidates are required to maintain and what is expected of them once professional registration has been achieved.

Section 6 – Candidate Support

How does the company support its candidates through the scheme and in achieving professional registration? Please provide information on what role Mentors play in supporting candidates, and how Mentors are themselves supported.

Section 7 – Special and Commendable features

Please list any special and commendable features that you wish to make the IMechE aware of in support of your application.

Section 8 – Scheme Improvements

This section is only required to be completed by those schemes seeking re-accreditation. Please inform the IMechE of any changes that have occurred since the Institution last visited and how any conditions of accreditation or opportunities for improvement (if applicable) have been addressed.

Section 9 – Future Plans

Please provide any planned or intended changes to the scheme going forward which the IMechE should be aware of. Implementation dates for these changes should be included where possible.

Section 10 – Additional Documentation

Please list any appended supplementary information. This might include a Scheme Manual, Mentor Scheme Notes, examples of logs or records kept for monitoring progress, additional company site locations and verified assessment of work completed.

Any supplementary information is to be provided as attachments. Please do not embed the documents in the Form.

Section 11 – Fees and Declaration

Please check to ensure all sections have been completed. The IMechE charges a fee of £750 plus VAT for all MPDS accreditation and re-accreditation applications to cover administrative and staff costs incurred. The Institution will contact you for payment of this fee once your application has been approved prior to formal registration of the scheme.

Please note that for visits outside the UK the company is required to cover all costs associated with the visit. Please contact other Institutions directly for more information on their fees.

The application must be signed by an authorised or senior person who has the authority to allocate the company resources required to support the scheme.

N.B.: If your scheme uses the IMechE Monitored Professional Development Scheme (MPDS) please indicate this in your response to IMechE. No further explanation is required where MPDS evidently satisfies the criterion concerned.

PROFESSIONAL ENGINEERING INSTITUTION CONTACT INFORMATION

Institution of Mechanical Engineers

1 Birdcage Walk, London SW1H 9JJ

Tel: 020 7973 1250

Email: ipd@imeche.org

Website: www.imeche.org

Institution of Engineering and Technology

Michael Faraday House, Six Hills Way, Stevenage, Herts SG1 2AY

Tel: +44 (0) 1438 767669

Email: employeraccreditation@theiet.org

Website: www.theiet.org

Institute of Physics

80 Portland Place, London W1B 1NT

Tel: 020 7470 4800

Email: cpd@iop.org

Website: www.iop.org

Royal Aeronautical Society

4 Hamilton Place, London W1J 7BQ

Tel: 020 7670 4300

Email: raes@aerosociety.com

Website: www.aerosociety.com

Institute of Marine Engineering, Science and Technology

1 Birdcage Walk, London SW1H 9JJ

Tel: 020 7382 2694

Email: membership@imarest.org

Website: www.imarest.org