

TRAINING & DEVELOPMENT

FREQUENTLY ASKED QUESTIONS FOR SUPERVISORS AND TRAINEES

For trainees following a monitored employer-based Training & Development programme, CIBSE wish to clarify what we are looking for in training, supervision and mentoring.

- 1. Q. What is the function of the Training & Development Panel?**

A. The T&D Panel has two functions :

 - (a) monitor trainee's progress through completion of competences
 - (b) approval of company and individual T&D schemes.

- 2. Q. What is the Relationship of Supervisor/Mentor with Trainee?**

A.

 - (a) Supervisor/Mentor must be an MCIBSE or Chartered Engineer if the trainee is progressing towards CEng status, or an ACIBSE or Incorporated Engineer or higher level if the trainee is progressing towards IEng status.
 - (b) Supervisor/Mentor may be the line manager of the trainee, or a senior engineer not working directly with the trainee on a day to day basis.
 - (c) Trainee must have access to their Supervisor/Mentor on a regular basis.
 - (d) It is important that there is frequent communication , both formal and informal

- 3. Q. What is the Role of the Supervisor/Mentor?**

A.

 - (a) **Commitment to T&D within the company**
 - (b) **Clear understanding of the CIBSE Objectives**
It is the responsibility of the supervisor to guide the trainee towards achieving the *Competence Objectives*, e.g. reciprocal arrangements between consultant and manufacturer / contractor as placement outside the company for the trainee to gain the necessary experience.
 - (c) **Capable of advising, assessing and verifying Trainees activities**
 - (d) **Work with the trainee to identify links between what has been learned 'on the job' and the Objectives**
 - (e) **The Supervisor/Mentor should encourage the trainee to express what they have learnt.**
T&D Panel wants trainees to analyse and evaluate what they have learnt from their experience in the day-to-day practice of building services engineering. Even if an experience is negative, they will still have learnt from it.
 - (f) **Supervisors/Mentors comments.**
 - The T&D Panel requires useful feedback from the supervisor/mentor to verify what the trainee has stated and add to it with comments on how the trainee is progressing.
 - Supervisors also need to be honest about the progress of trainees and give useful information: one-word comments are not helpful to the T&D Panel in assessing submissions.

- 4. Q. How should Objective Achieved Reports be submitted?**

A. Competences: Assessing Competence Objectives and Trainee Submissions:

 - (a) Trainees must cover all 16 competences under UK-SPEC towards CEng or IEng as appropriate.
NB: A matrix has been developed and is available on the CIBSE website to assist those who have already started their IPD training scheme or are involved in the administration of an IPD training scheme based on the previous objectives, i.e. 24 towards CEng or 21 towards IEng
 - (b) This is an **on-going** process to achieve the goals, and the competences need to be very generic. Please remember that Objective Achieved Reports are 'living' documents and should be added to as trainees progress with their learning and experience throughout their T&D period, and therefore all Objectives should be considered as open ended.
 - (c) Trainees should set out their progress against each Objective, which they will find useful when writing their Engineering Practice Report. It is also useful for their appraisals with employers. The important thing to remember is not "how" but "**evidence**" of learning achieved. To enable the T&D Panel to make a reasonable assessment on the progress of trainees, it is important that the OARs should contain some information about the projects in which trainees have been involved and the extent of their involvement and growing responsibility
 - (d) The format of submissions must be **concise** and **easy to read**. The T&D Panel just need a **flavour** of what trainees have done and learnt, and objective achieved reports should be no longer than **two** typed A4 pages.

- (e) The **Supervisor's/Mentor's** signed comments will also be required **both** on the Annual Report Form and on **each** of the OARs, as these will be of great importance to the T&D Panel when assessing T&D submissions.
- (f) If possible, in addition to a signed hard copy, please submit an **electronic** version of both OARs and Annual/Interim T&D Reports. Please ensure that the electronic version is in a format that will be easy to assess, e.g. all the OARs in one document or folder.
- (g) An example of a completed T&D Objective Achieved Report is now available in electronic format.

5. Q. How should Objective Achieved Reports be constructed?

A. Construct your report using the following headings for guidance and date your entries:

- **Range**
- **Description of practical experience**
- **Any structured learning**
- **Private study:** books, articles, other media – description
- **Observations:** your own commentary on what you have learnt
- **Supervisor's/Mentor's comments**
- **Supervisor's/Mentor's signing off, with date**

Please head and number additional sheets. Keep your report to a manageable length, normally 2 sheets (if typed).

6. Q. How should Interim/Annual T&D Overviews be submitted?

A. Interim/Annual Reports should be submitted at the end of each year of the trainee's T&D programme with the OARs. CIBSE does not normally issue reminders, so Supervisors and candidates need to work together to ensure that reports are submitted on time, normally within three months of the anniversary of commencement of training programme. The Interim/Annual T&D Overviews should be treated as an 'overview' of the trainee's overall progress and should therefore be as brief and concise as possible. The supervisor's/mentor's comments are critically important- see 3(f) and 4(f) above.

7. Q. What are the procedures for change of employer?

- A.**
1. If trainees change their employer they should ensure their **competences and supervisor's comments are signed and dated by their original supervisor/mentor, before they leave the employment in which they commenced their T&D period.**
 2. Trainees are responsible for advising CIBSE of their change of circumstances and new contact details.
 3. Trainees should submit a new *T&D Plan Registration form* which provides essential information on new supervisor/mentor details.
If the new employer **has** an approved company T&D scheme, trainees should transfer to that scheme. If the new employer **does not have** an approved company T&D scheme trainees should work with their new employer to produce a programme for the balance of their training and development in line with the CIBSE competences.

*Further guidance for supervisors and trainees is provided in the CIBSE T&D Manual. Although it is not obligatory, candidates **not** following a monitored employer-based T&D programme, but pursuing an "independent" pathway towards Corporate membership may find it useful to maintain an OAR record for their **personal** use.*