

TRAINING & DEVELOPMENT SUBMISSIONS

IMPORTANT INFORMATION AND GOOD PRACTICE FOR TRAINEES PLEASE RETAIN FOR REFERENCE

The purpose of a monitored employer-based Training & Development programme is to assist a candidate to ensure that they are adequately prepared to demonstrate through their application and at interview that they adequately meet the competence requirements. It is therefore in a candidate's best interests to take account of the comments provided by the Institution's Training & Development Panel.

REGISTRATION

The period of Training & Development may require a longer period than that indicated at the time of registration and authorisation, and the envisaged completion date entered on the T&D Plan Registration Form may need to be adjusted accordingly.

SUBMISSION OF ANNUAL TRAINING & DEVELOPMENT REPORTS

When submitting your annual report, please follow these guidelines from the T&D Manual:

- **Your supervisor's signed and dated comments** are required **both** on the Annual Report Overview and on each of the OARs, as these will be **of great importance to the T&D Panel** when assessing your period of training.
- Annual submissions should reflect your current position as a complete document so that CIBSE does not have to keep copy sections from each previous submission that may be required for future reference.
- You do not need to include details of every project and tasks – we recommend the most pertinent to reflect your increasing knowledge, understanding, experience and responsibilities.
- Do not diarise - keep to key points.
- The Objective Achieved Reports must be kept open-ended and up to date.

To assist, a sample completed Objective Achieved Report is also enclosed for your information.

NB: The academic standard for MCIBSE with CEng registration is any EC^{UK} listed BEng(Hons) degree **plus** a period of further learning to Master's level **or** an accredited MEng degree. For full details on EC^{UK} listed accredited courses, see www.engc.org.uk. **Please note, however, Corporate membership of CIBSE is dependent only on the ability to satisfy the competence requirements.**

NB: It is advisable to maintain your Objective Achieved Reports up to the time of preparing your Engineering Practice Report as part of your application for Member or Associate irrespective of your envisaged completion date of training