An ICES Approved Development Scheme (ADS) is an agreement between a company and ICES that defines the training, development and experience that will be made available to recent entrants to a particular discipline.

The schemes provide a framework in which the trainee records personal and professional development and receives guidance and assessment at regular intervals. The aim of the scheme is to provide all trainees with a coherent and well structured programme of development, which makes maximum use of the resources available.
ICES Approved Development Schemes

Benefits to the company

- The structured schemes play an important role in the attraction, motivation and retention of high calibre employees.
- The schemes require a significant investment in those individuals undertaking them and may be considered to be part of the overall package being offered by the employer.
- The schemes ensure that employees develop into their roles quickly and efficiently.
- The company will be able to ensure that all of its surveying staff are professionally qualified by the most efficient route available.
- The company will be able to use the term and logo – ICES Approved Development Partner.

Benefits to your staff

- Employees are assured that they are to receive the best opportunities available to them in terms of training and development.
- Applicants for posts and new staff can see a definitive scheme that will rapidly advance their development and give them an opportunity to become professionally qualified.
- They will be able to see in writing exactly what is on offer from the outset.

The competencies

ICES has produced a set of competencies to describe the knowledge, understanding and skills of applicants for the grades of Technical Member and Member. They provide the framework for the schemes. The aim is to ensure that, by means of training, management, mentoring and experience, trainees reach the desired level of competence during the three-year period of the scheme.

Specialisms

The majority of schemes are for commercial management/quantity surveying or land/engineering surveying with possibilities for schemes in hydrographic surveying, GIS and other disciplines.

The trainees

Ideally trainees will already hold appropriate qualifications that will provide a background of knowledge to support the competency requirements. In practice, trainees have a variety of prior qualifications and the company has a good deal of discretion as to who is eligible to join a scheme. The company must ensure that trainees on the scheme apply for the highest grade of membership that they are eligible for, e.g. Affiliate or Graduate.
The ICES Approved Development Scheme in Practice

The company appoints a supervisor, mentor and administrator.

The **supervisor** is responsible for the overall scheme and the assessment of trainees against the competencies.

The **mentor** is responsible for ensuring that trainees receive all the technical and other advice that they need.

The **administrator** is responsible for ensuring that accurate records of the progress of each trainee are kept. The administrator is normally the first point of contact between the company and the institution.

**Making an application**

The first thing to do is to speak with the ICES Professional Development and Membership Manager or to submit to ICES HQ the expression of interest form overleaf. Initial queries can be dealt with over the phone, but a visit to discuss the scheme will usually be organised before an application is made.

**The following documentation will need to be submitted:**

- A covering letter summarising the main elements of the proposed scheme. This letter should include details of which of the competency specialisms are to be used and whether at Technical Member or Member grade.
- General description of the work of the company and department.
- Details of the supervisor, mentor and administrator.
- A description of the review system to be adopted, e.g. quarterly or half-yearly reviews and reports to be submitted.
- Examples of training records for current staff.
- Blank examples of appraisal records for current staff.
- A synopsis of the company’s health and safety policy.
- Details of equal opportunities/diversity and grievance policies in place at the company.
Expression of interest for an ICES Approved Development Scheme

Complete this form and return it to:

The Professional Development and Membership Manager
Chartered Institution of Civil Engineering Surveyors
Dominion House
Sibson Road
Sale
Cheshire
M33 7PP
United Kingdom

T: +44 (0) 161 972 3114
F: +44 (0) 161 972 3118
E: education@cices.org

Company Name

Office Address

Contact Name

Contact Phone

Contact Job Title

Contact Email

Surveying specialism(s) of trainees

Geographical area to be covered by the scheme

Approximate number of trainees involved and their locations