

Quick Guide to...

Applying for an Approved Development Scheme



A CICES Approved Development Scheme (ADS) is an agreement between a company and CICES that defines the learning, development and experience opportunities 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.

How to Apply

The first thing to do is to speak with the CICES secretariat. Initial queries can be dealt with over the telephone, but a visit to discuss the scheme will usually be organised before an application is made. There is a template document, which can be used to collate all the required information, including:

- A summary of the main elements of the proposed scheme.
- A general description of the work of the company and department.
- Details of the supervisor, mentor and administrator responsible for the scheme (there may be delegated supervisors and mentors who do not need to be listed).
- A statement of which competency stream(s) are to be adopted and requests for any company specific additional competencies (including whether for Technical Member, Member or both).
- A brief description of the review system to be adopted. For example, quarterly reviews with reports to be submitted.
- Examples of training and continuing professional development records for current staff.
- Examples of blank company appraisal documentation currently in use.
- Brief synopses of all health and safety, equal opportunities, diversity and grievance policies in place at the company.

A draft application may be sent in for comment before a formal submission is made.

If you are interested in discussing a potential Approved Development Scheme, contact the CICES Development Officer at development@cices.org