

# 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](mailto:development@cices.org)