

## CHARTERED ICES APPROVED DEVELOPMENT SCHEME (ADS)

### GUIDELINES FOR TRAINEES

#### Definition of an Approved Development Scheme (ADS)

An ICES Approved Development Scheme (ADS) is an agreement between a company and Chartered ICES that defines the training, development and experience that will be made available to recent entrants to a new discipline or to established individuals who wish to progress towards a professional qualification.

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.

#### A 'trainee'

The term trainee is the term used for anyone who has signed up to the scheme and is looking to be allotted a supervisor and mentor. Trainees may be straight from college or university but could just as easily be an established surveyor who seek assistance to get their competencies signed off in order to gain the Chartered ICES professional qualification (Technical Member or Member).

#### Responsibilities of an ADS trainee:

To:

- Register as an ICES Affiliate or Graduate Member at the beginning of the scheme, and to ensure that the annual subscription is paid. Some trainees may already be Technical Members or Associate Members.
- Work towards the completion of all of the competency requirements necessary for Technical Member or Member.
- Seek out and participate in learning activities that will help to meet the knowledge element of the competencies and to engage in the long term process of lifelong learning.
- Discuss the experience requirements with the supervisor to ensure that all of these elements are made available during the period of the scheme.
- Make the most of the advice and guidance available from the allotted Mentor who may have a different view point from the Supervisor who is directly responsible for the signing off of the competencies.
- Ensure that the regular review appointments with the Supervisor are made and kept to.
- Keep a good record of learning and experience achievements during the period of the scheme. This could be in the form of a simple CPD record or a detailed diary.
- Ensure that any tasks allotted by the Supervisor are completed on time and that evidence of them is brought to the following meeting.
- Spend some time working on the other ICES membership documentation (detailed C.V, 'Experience Report', CPD records) so that they can quickly be completed once the competencies have been signed off.
- Enquire if a 'practice review' interview is possible within the company. Practice interviews are excellent preparation for the real ICES review interviews and make success more assured.