



ICES

Institution of CIVIL ENGINEERING SURVEYORS

Company Approved Training Schemes



A **Company Approved Training Scheme (CATS)** is an agreement between a company and ICES that defines the training, development and experience that will be made available to a new entrant (normally a graduate in a surveying discipline). Schemes provide a framework in which the trainee records his or her 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.

Training

Mentoring

Competencies

Appraisal

Feedback

Company Approved Training 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 reward package being offered by the employer.
- The schemes ensure that employees' development into their roles is achieved quickly and efficiently (reducing the experience requirement for ICES Corporate membership from 5 to 3 years).
- The company will be able to ensure that all of its surveying staff are professionally qualified by the most efficient route available.

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 ICES Competencies

The ICES has produced a complete set of competencies to describe the knowledge, understanding and skills of applicants for membership. These provide the framework for the schemes. The aim is to ensure that, by means of training, management, mentoring and experience, the 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. Schemes may be tailored for other specialisms however, such as hydrographic surveying.

The Trainees

Ideally trainees will have a specialist degree (preferably ICES accredited) that provides the background knowledge to meet with the competency requirements. In practice though, trainees will have a variety of degrees and the company is given some discretion as to who is acceptable. However, for ICES Corporate membership, the academic requirements will need to be met with and some kind of top-up course may be necessary.

Fees

The company does not incur any fees to join the scheme, but is encouraged to ensure that the trainees on the scheme apply for the highest grade of membership that they are eligible for, e.g. Affiliate or Graduate membership.

The Company Approved Training Scheme in Practice

The company appoints a supervisor and mentor. The supervisor takes overall responsibility for the scheme and the mentor is responsible for ensuring that all the trainees receive all the technical and other advice that they need. The Institution appoints an adviser (a Member or Fellow of the Institution) who works with the company to ensure that everything is working well and that ICES policies are fully understood. Each trainee undergoes a full annual review, at which progress with the competencies is recorded. Companies also give trainees either quarterly or half-yearly (by agreement) short interim reviews. Trainees are asked to write a short report on progress during the previous period as the basis of the review discussion. During the final review session (at the end of three years or longer if necessary) the reviewer should give advice as to whether the trainee is ready to apply for ICES Corporate membership, in terms of academic qualifications and general preparedness. The ICES adviser (who will have some awareness of the ICES Corporate Review Interview process) should be able to advise the company and individual trainees about this.

Company Approved Training Scheme Advisers

The role of the advisers is as follows:

- To meet with the scheme managers each year, in order to review the effective running of the scheme during the previous year.
- To ensure that all those involved with the running of the scheme are fully conversant with every aspect of its running, as described in the original approval document (and any later amendments).
- To discuss any changes that affect the scheme (e.g. if the organisation has introduced new company-wide competencies) since the last visit.
- To help to resolve any issues or difficulties that have arisen during the year.
- To ensure that all trainees have been made fully aware of the requirements of the scheme and of any opportunities for membership (Graduate, Technical or Corporate).
- If possible, to meet groups of trainees and to talk to them about the ICES and the routes to membership. To spend some time with individual trainees to discuss their eligibility for membership.
- To write a brief report about the progress of the scheme that can be held on file at the ICES HQ and to keep the ICES Head Office fully conversant with how the scheme is progressing.

Making an Application

The first thing to do is to speak with the ICES Education, Training and Membership Officer or to complete and send in the expression of interest form overleaf. Initial queries can be dealt with over the phone, but a visit to discuss the scheme will be organised before an application is made. The following documentation will need to be submitted before approval can be given:

- A covering letter summarising the main elements of the proposed scheme.
- General description of the work of the company and department.
- Details of supervisors and mentors responsible for the scheme.
- A statement of which competency stream(s) are to be adopted and requests for any alterations to the ICES competency document to meet specific company requirements.
- A description of the review system to be adopted, e.g. quarterly or half-yearly reviews.
- Examples of training records for current staff.
- Blank examples of appraisal documentation currently in use.
- Health and safety policy.
- Equal opportunities/diversity and grievance policies in place at the company.

Expression of interest for an ICES COMPANY APPROVED TRAINING SCHEME

Complete this form and send back to:
Education, Training and Membership Officer
Institution of Civil Engineering Surveyors
Dominion House
Sibson Road
Sale
Cheshire M33 7PP
United Kingdom
t: +44 (0)161 972 3113
f: +44 (0)161 972 3118
e: et@ices.org.uk

COMPANY NAME	
OFFICE ADDRESS	
CONTACT NAME	CONTACT PHONE
CONTACT JOB TITLE	CONTACT EMAIL
SURVEYING SPECIALISM(S) OF TRAINEES	
APPROXIMATE NUMBER OF TRAINEES INVOLVED	GEOGRAPHICAL AREA TO BE COVERED BY THE SCHEME