

MPDS REGISTRATION FORM

Institution of
**MECHANICAL
ENGINEERS**

Return your application to:

Institution of Mechanical Engineers

1 Birdcage Walk
Westminster
London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 0211

Int telephone: +44 (0)20 7973 1250

Fax: +44 (0)20 7233 1654

Email: mpds@imeche.org

Web: www.imeche.org

Application to register for the Monitored Professional Development Scheme (MPDS)

About this form

Use this form to register for the Monitored Professional Development Scheme (MPDS).

Once registered for the MPDS, you will follow a planned reporting framework monitored by a MPDS Mentor and produce quarterly reports and annual assessments as part of the documentation that supports your application for professional registration.

When you have met the appropriate competence levels, your application for professional registration will be via the MPDS route. You will need to be a member of the Institution throughout your developmental period or your access to the online system will be suspended.

Have you previously registered for MPDS as an undergraduate?

- ☐ **Yes** – if the organisation you are now working for does not have an accredited scheme, please also complete an MPDS transfer form.
- ☐ **No**

Eligibility

Registration on to MPDS is only available to those who are employed by an organisation that has either:

1. been awarded accreditation by the Institution of Mechanical Engineers,
- OR
2. registered an application for accreditation and been authorised to register candidates onto the scheme pending formal accreditation.

The application process

Once you have completed all sections of this form, please email it to the address at the top of the page. We will be in touch once we have processed your application.

This form has three sections

You must complete all sections before you submit your application:

1. About you and your organisation
2. Mentor
3. Registration type and payment details

Using this form

- Please type using a black font or complete in block capitals using black ink only
- If you make a mistake please clearly cross through it and correct it – you do not need to request a new form
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Application checklist

- ☐ Have you included your fee (if applicable)?
- ☐ If you are a member of another professional engineering institution, have you included proof, such as copy of your last subscription letter/email or copy of your ID Card?

Section 1: About you and your organisation

Part A: Personal details

To be completed by the applicant.

Title	Email	
☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:		
First name	Home phone	Mobile phone
Surname	Membership number (if applicable)	
Date of birth	Professional Engineering Institution (If you wish to use Career Developer and are from another Professional Engineering Institution, you must attach proof of your membership , eg: subscriptions receipt or confirmation letter from IET, RAeS etc, or a copy of your ID card.)	
Address	Preferred route to registration	
	☐ CEng ☐ IEng	
Country		
Post code		

Part B: Your declaration

You will be terminated from MPDS if your membership of your Professional Institution is allowed to lapse during your MPDS development. Career Developer is your mandatory reporting tool for MPDS unless you are a student.

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation. For more information visit www.imeche.org/privacypolicy

I, the undersigned, agree to maintain professional membership and to familiarise myself with Career Developer.

Signature	Date

Part C: Organisation details

To be completed by the MPDS scheme administrator. New candidates cannot be registered if the MPDS scheme has expired or if the person signing this form is not registered as a scheme administrator with IMechE – please contact us if this is the case.

About the organisation

Organisation name

Organisation address

Country

Post code

PDS number (must be either registered or accredited with IMechE)

Start date of professional development at organisation.

Your professional development start date is not necessarily when you started at your company; it is when you begin your professional development at that company. IMechE must receive this form **within five months** of this date. MPDS quarterly reporting dates will be affected if submission is delayed.

About the scheme administrator

Name of scheme administrator

Email

Telephone number

I the undersigned agree to check the data held against my organisation on a regular basis and advise IMechE of any changes.

Signature of scheme administrator

Date

Part D: Previous experience

Previous experience should not be confused with a change of employer. If you are already registered and wish to transfer your MPDS to another organisation, you should complete a Transfer Form. Previous experience has to be claimed to the nearest number of quarters; 1 Quarter is the equivalent of 13 weeks. New MPDS registrants may claim a maximum of 4 Quarters (52 weeks) if applying for IEng status, or 6 Quarters (78 weeks) if applying for CEng status.

Once your scheme has been activated and you gain access to the online Career Developer tool, there is the option of uploading a previous experience report to the evidence section, where you would demonstrate with examples how your experience meets the UK-SPEC Competences.

☐ Yes, I am claiming previous experience:

- ☐ 1 Quarter (13 weeks)
- ☐ 2 Quarters (26 weeks)
- ☐ 3 Quarters (39 weeks)
- ☐ 4 Quarters (52 weeks)
- ☐ 5 Quarters (65 weeks)
- ☐ 6 Quarters (78 weeks)

☐ No, I am not claiming previous experience

To claim previous experience, your mentor must sign their declaration in Section 2.

Section 2: Mentor

This section should be completed by the applicant's Mentor.
All MPDS mentors must be either IEng or CEng and registered with the Engineering Council.

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

Email (we need this to process the registration)

Telephone number

IMechE Membership number

Class and Institution (eg CEng MIMechE, if applicable).
If you are a member of another Professional Engineering Institution, you must maintain your membership during your period of Mentoring.

Engineering Council registration number

I confirm that the registrant commenced formal training at the organisation in Part C from the date stated, and approve the claim for previous experience in Part D (if applicable). I agree to maintain my Engineering Council registration whilst acting as a Mentor.

Signature of Mentor

Date

Office use only: Applicant should not fill in this section

Required membership level/ OPEI proof	Personal details updated	Scheme & branch added	Start date & P.E. claim entered
Mentor assigned	Payment	Letter run(s)	Staff initials and date

Section 3: Registration type and payment details

Please select **one** registration type on the left, and provide payment details on the right if a fee is required.

Registration type

For undergraduates on an accredited university scheme

☐ Rolling registration until graduation and start of full-time employment (except if you're at a company where you need to use Career Developer): £0 – no payment details are currently required.

For undergraduates required to use Career Developer at an accredited company

☐ One years registration: £30 single payment.

For graduates aiming for Chartered Engineer (CEng) or Incorporated Engineer (IEng)

☐ Until Chartered or Incorporated: £150 single payment.

☐ Annual registration: £30 charged each year.
If you choose this option you'll receive separate notifications for each annual payment.
The fee for your first year is charged on a pro-rata basis, dependant on the date you're registering for MPDS.
Please tick one:
☐ Between 1 January – 30 June: £30
☐ Between 1 July – 30 September: £15
☐ Between 1 October – 31 December: £0.
If you are submitting your registration form to us between these dates, then no payment details are required.

Payment details (if required)

☐ Personal cheque (made payable to IMechE)
Please record the cheque number below:

☐ Organisation cheque (made payable to IMechE)
Please record the cheque number below:

☐ Organisation purchase order (plus VAT)
Please record the order number below:

If the purchase order number is not available, please record the name and contact details for the person to contact in case of queries:

Address for invoice

Country

Post code

☐ Personal credit or debit card (give details below)
☐ Organisation credit or debit card (give details below)
Type of card – Visa/Mastercard/Maestro
Please note we do not accept American Express

Name as it appears on the card

Card number

Expiry date

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Issue or start date (Maestro only)

Billing address

Country

Post code