

## **MPDS SCHEME ADMINISTRATOR THE ROLE AND ITS RESPONSIBILITIES**

### **The Role**

The role of the Scheme Administrator (SA) in any MPD Scheme is very influential over the health and smooth running of the Scheme. It's an important role, which is often carried out by a person from Learning and Development, or HR. The SA role may also be carried out by a registered engineer. The important attributes of a good SA are the abilities to support all new Developing Engineers (DEs) and Mentors, and to monitor the timeliness of the activities along the MPDS journey.

### **The Responsibilities**

1. Upon being assigned the SA role, the SA should register with IMechE HQ on their company's scheme, by emailing [mpds@imeche.org](mailto:mpds@imeche.org) quoting the PDS number of the scheme. IMechE HQ staff will arrange SA read-only access to that scheme's Career Developer (CD) records. CD is the IMechE's web-based recording and mentoring tool. This mailbox is the best route to getting support for any aspect of individual MPDS queries i.e. about individual people (DEs or Mentors registered on the scheme) the SA may have, and can be used at any time. For queries about the accreditation or administration of the whole scheme the SA should email [IPD@imeche.org](mailto:IPD@imeche.org).
2. The SA should review the list of DEs and Mentors registered on the scheme for accuracy and currency, noting any records which should be added or removed and requesting these actions via [mpds@imeche.org](mailto:mpds@imeche.org).
3. The SA should ensure that each recruit already is an IMechE Associate Member, and if not, have them join using the form at [Associate Application](#). Some companies maintain a template to record that all of the steps have been completed, and an example is available from IMechE.
4. On recruiting a new cohort of DEs, the SA should ensure that each recruit has their academic qualifications checked via the IMechE's [Qualification Checker](#) to verify the accreditation status of each degree, relevant to whether the DE will work towards IEng or CEng. If any recruit has a degree which is not accredited, then the recruit may have to undertake Academic Review, possibly leading to Further Learning. The outcome of the qualification check will include clear instructions on the next steps for each DE.
5. The SA normally looks after the pairing of new DEs and Mentors, and for this purpose will require a knowledge of the suitably qualified registered engineers within the organisation who are prepared to act as Mentors. Those DEs who complete MPDS and gain their professional registration may be ideal Mentors, and should be seen as a valuable resource to the Scheme from which they have just graduated. The SA may arrange and attend the initial 'get to know you' meetings between new DEs and Mentors.
6. The SA should oversee the registration of all new DEs and Mentors using the templates at [DE](#) or [mentor](#) .
7. In the event that Mentors and DEs will be located apart for a period of time, the use of Delegate Mentors (DM) may also be considered to give local support to the DE. The DM uses the same registration form as Mentors, and will be granted read-only access to the DEs records, with the Mentor retaining formal approval

- authority. DMs are typically experienced engineers who do not have professional registration, although they may well be working towards their own professional registration. DMs may also be considered if there are insufficient qualified Mentors for the number of DEs.
8. The SA should ensure that previous experience approved by the DE's Mentor is recorded on the DE registration form, and that it is reflected on the MPDS calendar for each DE.
  9. Each DE must submit, as a minimum, quarterly reports and annual assessments to CD. The timely submission of these reports is essential to the smooth operation of MPDS and the prevention of attrition of DEs dropping off MPDS. It is key that the SA monitors this timeliness for all DEs. While the system will allow up to 8 weeks for each DE to submit a report, and a further 8 weeks for the Mentor to respond, the recommendation is that the DE should submit within 1 week of the end of the quarter, and the Mentor should respond no more than 1 week later. Where the SA notices that either a DE is becoming late in reporting, or a Mentor is becoming late in responding and approving, the SA should arrange to meet with the DE and Mentor to understand the reason and to agree any remedial action. If the process for any DE's report is likely to take longer than 16 weeks the SA should report this to the IMechE together with the corrective action that is being undertaken.
  10. Mentors are required to undertake Mentor training at least every three years, and the SA should arrange this by contacting the IMechE Business Development Manager (BDM) for the region. The contact details for the appropriate BDM can be found at [BDM](#) with further details on Mentor training available on the website [here](#).
  11. IMechE staff are happy to provide training to DEs on the correct use of CD and giving general introductions to IMechE and professional registration. This can be arranged by the SA contacting the appropriate BDM.
  12. The SA is often the first person to identify any issues with the scheme, or CD, and should contact [mpds@imeche.org](mailto:mpds@imeche.org) to request support regarding individual issues and [IPD@imeche.org](mailto:IPD@imeche.org) for scheme issues.
  13. IMechE encourages companies to recognise the achievement of DEs when they gain their professional registration and it normally falls to the SA to arrange a news item for the company journals. On these occasions, the inclusion of the Mentor in the recognition is recommended.
  14. When several DEs are completing MPDS at the same time, IMechE can arrange to hold the Professional Review Interviews at the company, instead of the DEs having to travel to an interview centre, and the SA can arrange this via the BDM.
  15. The SA will benefit from attending IMechE Mentor training, whether in-house or regional, and IMechE encourages SAs to do this as a good means of staying in touch with changes or new practices. In each region or city there are a number of MPD Schemes, each with a SA, and IMechE encourages SAs to network with each other to share knowledge and experiences. The BDMs may invite SAs to attend networking events where appropriate.

For further enquiries please contact the following email addresses;

[mpds@imeche.org](mailto:mpds@imeche.org)

[IPD@imeche.org](mailto:IPD@imeche.org)

Or contact the MPDS helpline on 0845 226 0211