

IPENZ PROFESSIONAL DEVELOPMENT PARTNER APPLICATION FORM

This is to certify that this organisation has systems and strategies in place that satisfy the requirements set out in Section 5 of the PDP Policy document.

Name of Organisation:

Address:

Telephone:

Facsimile:

Email:

Web Address:

Details of our relevant systems and strategies are provided in the attached document (see: "Details of Proposed Professional Development Programme") along with supporting evidence.

Applications should address the following brief:

1. **Scope:** Name of programme(s), engineering professionals covered, specific programme objectives, programme structure, programme content.
2. **Programme Support Systems:** Mentoring, Work Experience, Developmental Appraisal, Career management, Record Keeping
3. **Programme Internal Review:** Review process, Review frequency, Identity of reviewer, KPIs
4. **Current and proposed levels of employee participation**
5. **Ownership:** Evidence of CEO and internal champion ownership provided.

The Senior Engineer who will have overall responsibility for the PDP programme and thereby act as the internal 'champion' is:

Name:	Position:
Professional Memberships/Registrations:	

The IPENZ contact person within our organisation is:

Name:	Position:
Telephone:	Email:

The Human Resource Manager (if applicable) is:

Name:

Chief Executive/General Manager:

Name:	Signature:
Title:	Date:

Signature (CEO or alternate – see Application Process Document)

DETAILS OF PROFESSIONAL DEVELOPMENT PROGRAMME

This document enables prospective Professional Development Partners (PDPs) to record details of the programme(s) they are implementing. It should be submitted along with the formal PDP application form.

THE ASSESSMENT FOR ACCEPTANCE IS CARRIED OUT IN TWO STAGES.

Stage 1: This document allows IPENZ to undertake a desk top assessment of the PDP applicant's proposed professional development programme. The desk top assessment enables IPENZ to establish whether or not the applicant's programme meets the expectations as laid out in the PDP policy document.

Stage 2: A site visit to the applicant's office to discuss the elements of the application with programme beneficiaries.

All evidence should provided be in support of the criteria as set out in Section 5 of the IPENZ Professional Development Partner Policy.

You may choose to attach evidence in support of your application as appropriate. Evidence can include for example, but is not restricted to, internal professional development policy documents, documents used within the professional development programme (such as an outline of the structure and content), internal documents describing mentoring programmes and so on.

1. PROFESSIONAL DEVELOPMENT PROGRAMME SCOPE

This section provides information about the scope of the prospective PDP's specific professional development programme(s). The prospective PDP will provide information as to which engineering professionals are covered, the specific objectives of the programme(s) and how the programme(s) are structured.

Engineering population covered by programme: (e.g. engineering graduates, technicians, technologists, experienced engineers)

2. PROFESSIONAL DEVELOPMENT PROGRAMME SUPPORT SYSTEMS

This section identifies and describes the systems that prospective PDPs are using to support participant learning. They include mentoring, work experience, professional development appraisal, career management and record keeping.

Mentoring: *(Describe how mentoring is working and how it supports programme participants in their development)*

Work Experience: *(Describe the diversity of work experience and how opportunities are made available supports participants. If relevant describe how work experience will be provided if opportunities are not available in the applicant's own work place)*

Management Developmental Appraisal; (Describe the system for giving and receiving feedback to and from participants).

Career Management: (Describe how the career management system supports programme participants).

Record Keeping: *(Describe the process used to record the participant's progress towards their learning goals. This could include the IPENZ web based record keeping system)*

3. PROFESSIONAL DEVELOPMENT PROGRAMME INTERNAL REVIEW

In this section prospective PDPs outline how they internally review the effectiveness of their professional development programme.

Review Process: *(Description of the internal process for reviewing the effectiveness of the PDP's professional development programme.)*

Reviewer: *(Identity and position of person who will conduct the internal review)*

4. PROFESSIONAL DEVELOPMENT PROGRAMME PARTICIPATION RATES

PDPs will need to demonstrate that at least 60% of their graduate engineering professionals are actively engaged on the PDP's professional development programme(s). PDPs should also confirm that they support the engagement of at least 60% of all engineering staff with the wider engineering profession. IPENZ Membership would be a good indicator as would involvement with industry technical groups or other professional body affiliations.

Explain how you support your engineering staff to engage with the wider engineering profession.

ADDITIONAL COMMENTS

Please provide any additional comments in support of your application.