|  |  |  |
| --- | --- | --- |
| ***NOTES FOR COMPLETING THE APPLICATION FORM***  This form is for use by COMPANIES seeking approval of their Advanced/Modern Apprenticeship or Scheme(s) for Engineering Technicians. An electronic version can be obtained on request.  **Please read carefully the accompanying GUIDELINES before completing the form.**  When completed, the signed form should be returned, either by post FAO The Membership Team at Nuclear Institute’s address or by email to [membership@nuclearinst.com](mailto:membership@nuclearinst.com) with all supporting evidence attached. If referring to particular scheme documents in your answer/s, please include these as attachments to your application and list them in Appendix 1 – List of Attachments.  If you have any queries whilst completing the form, please visit the NI’s website [www.nuclearinst.com](http://www.nuclearinst.com) or contact us. | | |
| ***Section A: Company and Scheme*** | | |
| * 1. Name of Company | |  |
| 1.2 Address | |  |
| 1.3 Web address: | |  |
| 1.4 Nature of business: | |  |
| 1.5 Title of programmes(s): | |  |
| 1.6 Purpose and scope of programmes (s): | |  |
| 1.7 How long programme(s) operating in current format:  Numbers on the scheme:  Average annual intake: | |  |
| 1.8  - Title and level of qualifications embedded in the programme(s):  - Awarding body:  - Reference number:  *(e.g. EAL, NVQ level 3 Engineering Maintenance 100/3157/1)*  - Units/Pathway(s) undertaken by apprentices (please specify or attach a list) | |  |
| 1.9  Name of Training Provider Partner(s): | |  |
| 1.10  Is scheme approved by another Professional Engineering Institution, if so which? | |  |
| 1.11 Contact details  Name:  Position:  Telephone number:  e-mail address: | |  |
| 1.12  Name of person with responsibility for programme (if different from above): | |  |
| ***Section B – Programme delivery and support*** | | |
| **Locations** | | |
| 2.1  Locations where programme is in operation  Please state which of these multiple sites you request approval for?  Please state whether the programme differs at any of the sites and if so how | |  |
| **Candidates and support** | | |
| 3.1  What are the typical qualifications of candidates e.g. GCSE, Standard Grades/Highers - Scotland | |  |
| 3.2  What are the typical roles candidates undertake on completion (attach job descriptions if available): | |  |
| 3.3  Candidate support arrangements:  Please explain the responsibilities of staff with a role in supporting apprentices (e.g. Mentor, Line manager, scheme coordinator) | |  |
| ***Section C: Approval Criteria*** | | |
| **Content** | | |
| **Does the scheme develop candidates to meet the requirements of the UK Standard for Professional Engineering Competence (UKSPEC) at the appropriate level?** | | |
| In order for your scheme to be approved, it must demonstrate that it develops candidates to meet the requirements of the UKSPEC. As part of the standard approval process, the NI will check that the qualifications embedded within your scheme support attainment of the UKSPEC. We do this in 2 ways;   * Checking the Engineering Council Database of approved qualifications to confirm that the qualification has previously been approved by a licensed Professional Engineering Institution   and/or   * Arranging for a panel of Professional Engineers to map the qualification against the UKSPEC to confirm that successful candidates will have demonstrated an appropriate level and breadth of engineering competence to meet the standard   *In order to undertake these checks in the Expression of Interest form you would have provided full details of the qualifications embedded within your scheme (please see 1.8 above). Please do not complete this section if this has not changed.*  ***If you have been asked to provide further details or you have become aware that qualification details have changed since submitting your expression of interest please add these details in section 4.1 below.*** | | |
| 4.1  Title and level of qualifications embedded in scheme:  Awarding body:  Reference number:  (i.e. EAL, NVQ level 3 Engineering Maintenance 100/3157/1) | | *(Please specify specific pathway and optional units in pathway of qualification)* |
| **Does the scheme develop candidates to meet the requirements of the Nuclear Institute’s standard for nuclear professional practice, the Nuclear Delta, at the appropriate level?**  4.2 Please explain how your scheme addresses the Nuclear Delta requirements specified at apprentice/technician grade, covering; | | |
| a) Safety Culture | |  |
| b) Nuclear Safety | |  |
| c) Personal behavioural safety | |  |
| d) Nuclear Security and Safeguards | |  |
| **Context** | | |
| 4.3 How do the work contexts of the apprentices extend their knowledge, understanding and practice of nuclear safety (to the standards set out in the Nuclear Delta)? | | |
|  | | |
| 4.4 How do the apprentices’ work contexts support the development and assessment of their occupational skills in a nuclear context? | | |
|  | | |
| **Competence** | | |
| 4.5 How is assessment of individual apprentice’s competence to work safely and effectively in the nuclear context planned into the programme? | | |
|  | | |
| 4.6 Assessment   1. How assessment is made? 2. Frequency of assessment? 3. Who assesses? | |  |
| 4.7How do you ensure that the nuclear competence developed through the programme meets the standards required on-site/ by sector employers and/or line managers? | | |
| ***Section D – Additional information***  Please complete the following sections with the information requested, or indicate clearly in each of the following sections where, in your attached scheme documentation (i.e. name of document, page, paragraph number etc.), the information can be found. | | |
| 5.1  Please outline scheme documentation and candidates recording procedures, attaching examples as appropriate. |  | |
| 5.2  Please explain how the scheme is co-ordinated and what monitoring, feedback, evaluation and quality assurance procedures are in place. |  | |
| 5.3  What support and encouragement is given to candidates to register as EngTech e.g. NI presentations, benefits, subscriptions paid etc. |  | |
| 5.4  What support do you give to candidates’ CPD. |  | |
| ***Section E – Declaration***  **This must be signed by the Chief Executive or other person having the authority to allocate the resources required to support this scheme.**  By submitting this application, the company agrees to honour its commitment for the professional development of candidates and provide qualified staff and resources to support the scheme. Part of this commitment includes regular visits from an NI Representative who will meet with candidates to explain benefits of membership, professional development and the next steps for professional registration for those that successfully complete the company scheme.  Therefore please indicate a convenient visit date and our representative will contact you to arrange this initial visit; | | |
| Contact Name and position: |  | |
| Contact email: |  | |
| Contact telephone number: |  | |
| Suggested visit date: |  | |
| The company is responsible for ensuring that all relevant personnel involved with the development of the candidates are fully aware of this application and the Institution’s requirements. Approval is subject to review at any time and may, in exceptional circumstances, be withdrawn; this would only be implemented after extensive discussions with the organisation.  It is a condition of approval that any significant changes which could affect how this scheme meets UK-SPEC competences must immediately be notified in writing to the Institution (this includes changes in key personnel). The Institution requires an Annual Self-Assessment of the Scheme by the organisation, on the anniversary of the approval being awarded, identifying any developments, updating appendices and providing targets for improvement.  **On behalf of the named organisation, I apply for approval of the development scheme described in this document, its appendices and the attached supporting documents. I have read the notes above and understand and accept the implications of making this application.** | | |
| Name: |  | |
| Position: |  | |
| Signature: |  | |
| Date: |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Appendix 1: Supporting attachments***  Please list any supplementary material attached e.g. scheme manual, training records etc. as supporting evidence to section 2 of the scheme application. | | | | | | | |
| **Document Name** | | | | | **Supportive of section 2. (e.g. 2.1)** | **Refer to page number, paragraph** | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
| ***Appendix 2: Additional staff information***  Please list any responsible staff involved in delivering the scheme (not listed in Section 1 above) and their details.  ***Note****: Candidate’s successful completiong of the NI/NSAN approved programme must be confirmed by a Registered Professional Engineer who will be a required signatory to the Proof of Completion. Applicants should identify the staff members who will undertake this function.* | | | | | | | |
| **Name** | **Site** | **Position** | **Institution membership** | **Other qualifications/experience in the nuclear sector** | | | **Type of support e.g. mentor, manager, assessor etc.** |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |
|  |  |  |  |  | | |  |