**Company name:**

Form completed by: *(add your name in here)*

Declaration: I declare that the graduates to be trained through the scheme that you are submitting to ECITB for Graduate development grant funding meet the following criteria:

* Currently training or recently qualified in one of the following engineering and related disciplines: aeronautical, aerospace, civil, chemical, construction, electrical, environmental, design & draughting, instrumentation and control, marine, mechanical (includes piping), petroleum, process, process technical safety, project controls, project management and structural (including structural architect).
* All graduates have graduated within 2 years of commencement date

**Graduates:**

**Total number of eligible graduates for scheme:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2024** | **2025** | **2026** |
| **Number of graduates to start** |  |  |  |
| **Month due to start in** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Employer graduate training scheme plan vs LOs and work-based activities (WBA) - submitted** | **Name:****Electronic signature:** | **Date:** |

If you are unsure whether your graduates meet the criteria, please talk to your relationship manager

**Relationship manager:**

**C Responsibility, management and leadership**

| **Learning Outcomes (LO)** | ID | **Work-based activity (WBA) examples from the UK-SPEC****(map a training intervention to each one of these)** | **Example training interventions** | **Employer approved scheme training intervention summary****(a training intervention can cover more than one activity i.e. you can merge the roles)** | **State what evidence of training will be provided**  |
| --- | --- | --- | --- | --- | --- |
| **C1 Plan the work and resources needed to enable effective implementation of a significant engineering task or project:** (C1 in UK-SPEC, Chartered engineer) | 1.1 | Preparing budgets and associated work programmes for projects or tasks | Project management trainingTraining on the ECITB's project collaboration toolkitECITB courses (see website):Risk management training (1 day), commercial awareness course (1 day), stakeholder management training (eLearning), contract development and negotiation training |  |  |
| 1.2 | Systematically reviewing the factors affecting the project implementation including safety, sustainability and disposal or decommissioning considerations |
| 1.3 | Carrying out a task of project risk assessment and identifying mitigating measures |
| 1.4 | Lead on preparing and agreeing implementation plans and method statements |
| 1.5 | Negotiating and agreeing arrangements with customers, colleagues, contractors and other stakeholders including regulatory bodies |
| 1.6 | Ensuring that information flow is appropriate and effective |
| **C2 Manage (organise, direct and control), programme or schedule, budget and resource elements of a significant engineering task or project:** (C2 in UK-SPEC, Chartered engineer) | 2.1 | Operating or defining appropriate management systems including risk registers and contingency systems | ECITB Certificate in project controls (9-month course)ECITB Introduction to project control (3 day course)ECITB risk management training (1 day course)APM PFQ or equivalent project management qualificationParticipation in ACTIVE cup |  |  |
| 2.2 | Managing the balance between quality, cost and time |
| 2.3 | Monitoring progress and associated costs and cost forecasts, taking appropriate actions when required |
| 2.4 | Establishing and maintaining appropriate quality standards within legal and statutory requirements |
| 2.5 | Interfacing effectively with customers, contractors and other stakeholders |
| **C3 Lead teams or technical specialisms and assist others to meet changing technical and managerial needs.**(C3 in UK-SPEC, Chartered engineer) | 3.1 | Agreeing objectives and work plans with teams and individuals | ECITB supervisory programme Company delivered leadership programmesPerformance development trainingCompany personal management training (performance reviews etc) |  |  |
| 3.2 | Reinforcing team commitment to professional standards |
| 3.3 | Leading and supporting team and individual development |
| 3.4 | Assessing team and individual performance, and providing feedback  |
| 3.5 | Seeking input from other teams or specialists where needed and managing the relationship |
| 3.6 | Providing specialist knowledge, guidance and input in your specialism to engineering teams, engineers, customers, management and relevant stakeholders Ordeveloping and delivering a teaching module at Masters level, or leading a University research programme |
| **C4 Bring about continuous quality improvement and promote best practice.**(C4 in UK-SPEC, Chartered engineer) | 4.1 | Promoting quality throughout the organisation as well as its customer and supplier networks | Training based on the ECITB continuous improvement training standardDigital leadership trainingLearning from experience trainingCompany delivered leadership programmesQuality auditing, quality standard(s) trainingBenchmarking techniques training |  |  |
| 4.2 | Developing and maintaining operations to meet quality standards e.g. ISO9000, EQFM |
| 4.3 | Supporting or directing project evaluation and proposing recommendations for improvement |
| 4.4 | Implementing and sharing the results of lessons learned |

**D Communication and interpersonal skills**

| **Learning Outcomes (LO)** | ID | **Work-based activity (WBA) examples from the UK-SPEC****(map a training intervention to each one of these)** | **Example training interventions** | **Employer approved scheme training intervention summary****(a training intervention can cover more than one activity i.e. you can merge the roles)** | **State what evidence of training will be provided**  |
| --- | --- | --- | --- | --- | --- |
| **D1 Communicate effectively with others, at all levels, in English**(D1 in UK-SPEC, Chartered engineer) | 1.1 | Preparing reports, drawings, specifications and other documentation on complex matters  | Effective communication courseEffective use of software trainingTechnical report writing trainingPersonal impact courseInternal opportunities to lead meetings, prepare documents, be given feedback |  |  |
| 1.2 | Leading, chairing, contributing and recording meetings and discussions |
| 1.3 | Exchange information and providing advice to technical and non-technical colleagues |
| 1.4 | Engaging or interacting with professional networks |
| **D2 Clearly present and discuss proposals, justifications and conclusions**(D2 in UK-SPEC, Chartered engineer) | 2.1 | Preparing and delivering presentations on strategic mattersOrcontributing to scientific papers or articles as an author | ECITB presentation skills courseEffective presentation skills trainingCreative thinking trainingToastmaster-style trainingInfluencing skills training Internal opportunities chair meetings etc. given feedback and mentored |  |  |
| 2.2 | Preparing bids, proposals or studies |
| 2.3 | Identifying, agreeing and leading work towards collective goals |
| **D3 Demonstrate personal and social skills and awareness of diversity and inclusion issues** (D3 in UK-SPEC, Chartered engineer) | 3.1 | Knowing and managing own emotions, strengths and weaknesses | ECITB Supervisory programmeDiversity and inclusion trainingUnconscious bias trainingEmotional intelligence training Personal impact courseConflict management course |  |  |
| 3.2 | Being confident and flexible in dealing with new and changing interpersonal situations |
| 3.3 | Identifying, agreeing and working towards collective goals  |
| 3.4 | Creating, maintaining and enhancing productive working relationships, and resolving conflicts |
| 3.5 | Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion |

**E Personal and professional commitment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Outcomes (LO)** | ID | **Work-based activity (WBA) examples from the UK-SPEC****(map a training intervention to each one of these)** | **Example training interventions** | **Employer approved scheme training intervention summary****(a training intervention can cover more than one activity i.e. you can merge the roles)** | **State what evidence of training will be provided**  |
| **E3 Undertake the principles of sustainable development and apply them in their work** (E3 in UK-SPEC, Chartered engineer) | E3.1 | Operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously | Training on environmental technologiesSustainable development trainingClean technology trainingTraining on environmental management systems |  |  |
| E3.2 | Providing products and services which maintain and enhance the quality of the environment and community, and meet financial objectives |
| E3.3  | * Recognising how sustainability principles(as described in the UK -SPEC) can be applied in your day-to- day work
* Understanding and securing stakeholder involvement in sustainable development
 |
| E3.4  | * Using resources efficiently and effectively in all activities
* Taking action to minimise environmental impact in your area of responsibility
 |
| **E5 Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner**(E5 in UK-SPEC, Chartered engineer) | E5.1  | * Understanding the ethical issues that you may encounter in your role
* Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company or in the UK-SPEC
 | Ethical principles training |  |  |