



ILP Training Mentoring Guidance

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1 Introduction

Initial Professional Development (IPD) bridges the gap between education and gaining professional qualification. It is recognised that mentor supported training provides engineers with valuable assistance in completing their IPD, and progressing to the next step in the professional qualification process- The Professional Review

The ILP has successfully provided training to a consistently high level and, in order to provide a degree of consistency, guidance notes have been produced to assist mentors and mentees in their role.

In the latter sections of this document guidance is also provided relating to the training needs and criteria set for an individual wishing to become professionally qualified as member of the ILP.

All the notes produced in this document are intended to aid discussion between the mentor and mentee for their use / reference.

2 Mentor Accreditation

The ILP mentor should be an established engineer/professional. They will preferably be either an experienced Chartered Engineer or Incorporated Engineer, an ILP interviewer not involved with the candidate's assessment, or someone else the candidate knows who has successfully completed the membership upgrade process. Ideally they should be registered with the Engineering Council at a grade or above the registration grade that the candidate is working towards. The ILP expect the designated mentor to be qualified as follows:

- Familiar with the ILP Competence Criteria and the Institution's Technical Report Option process and requirements.
- Capable of advising on the technical and professional standards required and verifying engineering activities across an appropriate range.
- Have an understanding of the level of science and engineering demanded by the benchmark academic base, so that they able to make judgements on the degree of experiential evidence needed to compensate for any academic shortfall.
- Be committed to the professional development of others and able and willing to devote reasonable time at regular intervals to meet with the candidate.
- Recognise that they have a professional duty not to endorse candidates whom they do not believe are fit to proceed on the route towards ILP qualification.

They should review the candidate's training records and performance to evaluate whether the candidate has fulfilled all the relevant training needs and objectives before endorsing application for ILP Membership and professional qualification status. The mentor should review the candidate's application at each stage prior to submission.

3 Mentoring Role

Mentoring is about creating a supportive and challenging environment through which a mentee can explore and develop their potential to gain membership of the ILP. The acting mentor can be expected to provide counsel or advice and share wisdom gained through their own experiences.

Mentors support, listen, challenge, and encourage; they build confidence in mentees as they find their own solutions and provide appropriate guidance to enable them to achieve their objectives.

If the candidate has been offered the individual route to membership/registration via the Technical Report Option (TRO) then mentors should understand their responsibility in advising the candidate whether to attempt this route.

Mentors must ensure that both they and the candidate have fully understood the requirements of the route and those of the appropriate class of registration as defined in the Engineering Council's UKSPEC. Mentors must be confident that the candidate fully demonstrates the necessary professional characteristics of the class of membership and registration requested.

A mentor should know the candidate well enough to be able to identify their strengths and weaknesses, so that the best and most honest case is presented.

A good mentor should be an impartial advisor, a 'wise and critical friend' who can be trusted and confided in, and who is prepared to tell the (sometimes uncomfortable) truth.

It may well be that the candidate is not ready to proceed with an ILP membership and professional qualification status application and a good mentor should be wise enough to advise if this is the case.

4 Mentor Rewards

A mentor is devoting personal energy and time to helping someone else develop and some of the benefits of becoming a mentor include:

- Widening their own networks
- Understanding the aspirations of others
- Feeling valuable and valued
- An opportunity to share experience
- Increased confidence about their own knowledge and experience

Mentors generally also find that the process helps them to develop skills and understanding as part of their own personal and professional development.

5 Mentor Guidance

General guidance to what mentors may be expected to contribute are as follows:

- Review the mentee's progress regarding IPD
- Assessing the quality of reports and CPD Records
- Identifying and addressing areas which may require further development prior to the professional review
- Setting development targets and progress planning
- Supporting the mentee in reviewing their career and setting down their achievements in the appropriate documentary format.
- Supporting the mentee in considering their future development plans
- Motivating the mentee to achieve their objectives.
- Sharing personal and professional experience.
- Act as a sounding board – constructively challenging assumptions, ideas and behaviours and helping the mentee learn how to challenge themselves.
- Personal availability and time.
- Being committed and honest.
- Assisting the mentee prepare for interview.

6 Mentor Personal Skills

A variety of skills and qualities are desirable in a mentor some of which are identified as:

- Experienced and professionally qualified to a level equal or above that which the mentee aims to achieve at the professional review
- Possess good listening and written interpersonal skills
- Be held in high esteem by the mentee
- Be willing to share experience and learning
- Be a sounding board
- Be able to offer professional friendship
- Be able to challenge the mentee and encourage the mentee to challenge his own abilities and thought process
- Have respect for confidentiality
- Have a willingness to help with the mentee's development, both professionally and as an individual
- Personal integrity

7 **Mentees – What to expect from your Mentor**

Your Mentor should provide you with guidance and support, helping you to fulfil your individual potential within the membership of the ILP. Your mentor should therefore be someone who you hold in high professional regard and which you trust to honestly evaluate your current knowledge and experience (refer to section 2 for Mentor Accreditation).

Your mentor should know you well enough to be able to identify your strengths and weaknesses and assist you in preparing the best and most honest application.

They should be readily available to you and have time to review your submissions and provide appropriate feedback.

Your mentor should provide support and assistance by:

- Establishing the most appropriate path to achieving membership
- Identifying possible obstacles and agreeing support
- Making steps specific and agreeing timing
- Constructively challenging personal thinking
- Providing a sounding board for ideas
- Helping build confidence
- Providing objective and honest feedback
- Helping prepare you for interview

8 **Mentee Approach**

Desirable qualities in a mentee include:

- Commitment to furthering the aims and objectives of the Institution
- Maintaining a positive role within the Institution
- A positive attitude to mentoring and a desire to develop and learn
- Enthusiasm and active participation
- Openness and honesty and a willingness to take on board feedback
- A willingness to step outside of your comfort zone
- Respect for confidentiality and the time commitments of the mentor
- Understanding of the limits of the mentor's experience
- Flexibility

Remember mentoring is a relationship based on goodwill, not obligation. It requires reciprocity, generosity and understanding.

9 The Upgrade Process

The ILP website contains the most up-to-date advice and links to reference documents and useful examples. The ILP Membership Team are there to help, guide and support you with your application.

The following information is taken from the ILP website > Upgrade Your Membership:

Ensure that you are at the appropriate membership level that reflects your role, experience and qualifications (see section 10).

The route to upgrading your membership will vary depending on your background. There is a standard route and an individual route, both of which follow the process described below.

THE UPGRADE PROCESS

If you are an Affiliate and already registered as a CEng or IEng with the Engineering Council, you may be able to fast track to Member (MILP).

All other applicants are required to submit:

- an application form
- A proposer and seconder, either ILP members, members of another professional institution or work colleagues in responsible positions.
- a CV expanded for the past 3 years
- evidence of any higher education
- CPD record for the preceding two years
- CPD forward plan for the following twelve months
- evidence of any pre-existing registration as IEng or CEng

The ILP Assessment Panel will then recommend which membership level the applicant is eligible to apply for. Applicants who are currently registered as IEng or CEng with the Engineering Council may be fast-tracked to the equivalent ILP grade. All other applicants will be required to provide supplementary information including a competency statement mapped to the EngC UKSPEC. Some applicants may be asked to:

- attend college / further training in order to complete educational background to the required standard
- compile a technical report

The ILP Assessment Panel will assess the full application and the outcome will be:

- application approved and referred to the Membership Committee
or
- applicant invited for interview
or
- further supplementary information or action required by applicant

After an applicant has completed the required action the outcome will then be:

- application approved and referred to the Membership Committee
or
- applicant invited for further interview
or
- further supplementary information or action required by applicant

PLEASE NOTE

Applications are often returned for revision following panel review. Applications may be amended no more than twice, after which the applicant will be required to wait for at least one year before reapplying.

WILL I NEED AN INTERVIEW?

Interviews are always required for applicants for the levels of MILP, IEng and CEng, unless you already hold IEng or CEng status via another institution. Occasionally interviews are required for applicants for the levels of AMILP and EngTech.

WHEN CAN I APPLY?

Applications are welcome all year round. The ILP Assessment Panel considers applications on an ongoing basis.

HOW LONG DOES IT TAKE?

There is no fixed timescale for upgrading your membership. Typically, an applicant providing all requested information promptly can reasonably expect the process to take three months.

10 The Criteria for ILP Membership

There are six key types, or grades, of ILP membership.

Student / Apprentice

- Free of charge for students/trainees/full time apprentices who are in some way involved in lighting (max of three years)

Affiliate

- This is the starting grade for all new ILP members (except Student/Apprentice)
- Membership as an affiliate is open to anyone who has received a general standard of education and is engaged or interested in lighting or a related discipline.

Associate Member AMILP

- Associate Members perform specialist technical roles and apply proven knowledge, techniques and procedures to the solution of lighting technology or management problems in a variety of contexts. You will also have a personal responsibility for outcomes, and should hold a minimum of ONC qualification, or an assessed academic / work-based learning equivalent.
- Subject to compliance with Engineering Council requirements, AMILPs may be registered with the Engineering Council as Engineering Technician (EngTech).

Member MILP

- Members of the ILP are professional practitioners with sufficient competence to be operating at a responsible level in a lighting-related role. You are likely to hold a minimum of HNC qualification or an assessed academic / work- based learning equivalent.
- Furthermore, Members are characterised by their ability to develop appropriate solutions to lighting problems, using new or existing technologies, through innovation, creativity and change. They might develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient production techniques, marketing and construction concepts, or pioneer new engineering services and management methods.
- Subject to compliance with Engineering Council, MILPs may be registered with the Engineering Council as Incorporated Engineer (IEng) or Chartered Engineer (CEng).

Fellow FILP

- Any person who has been a Member (MILP) for at least 10 years and is expected during this time to be engaged in the practice of lighting, or the design/development of lighting installations or equipment or a related engineering field determined from time to time by the ILP Council: may become a fellow. This time can be reduced to 5 years if the ILP Council deems the applicant to have superior experience and have made a substantial contribution towards furthering the objectives of the Institution during this time.

Already a registered Chartered or Incorporated Engineer?

If you provide proof of registration and your registration number with your application, an accelerated route is available and it may not be necessary for you to under-take the professional interview. ILP, however, requires you to provide a full detailed account of your work experience, demonstrating your level of competence and responsibility.

Already registered as a professional engineer in another country?

If you are registered as a professional engineer in another country, there may be an accelerated route available to you to enable you to achieve membership of the ILP (MILP).