



## Annexure 2 - Guidelines for IPD Portfolio and Format for Submission

### 1.0 Initial Professional Development (IPD)

1. IPD comprises the acquisition and development of the specialist knowledge and skills, and their practical application, which are needed for a practicing structural engineer. This provided information as to how the candidate has developed her/his career after acquiring satisfactory level of educational base. The Association describes IPD in terms of key attributes, which are defined to minimum standards.
2. Acquiring competency and experience at work will develop the ability of candidate to carry responsibility and make independent judgement. These abilities should be demonstrated through the IPD forms submitted by the candidate.
3. All the twelve key attributes of candidate's IPD should be attained collectively in a concurrent manner.
4. All relevant experience may be taken into account, including pre-graduate experience from internship, part-time or vacation work. However, the amount of pre-graduate experience which may be included will depend on the quality of the experience gained by the individual and its relevance to the key attributes.
5. There is no concept of 'time-serving' involved, although it is extremely unlikely that most candidates will achieve an adequate range of experience/ability at work in less than five years. The progress summary record provides a useful means of monitoring achievement of the key attributes and highlighting areas requiring review.
6. Candidates having adequate experience, who are applying for the Professional Review must demonstrate that they have satisfied the key attributes by completing and submitting the IPD report forms of the Association, at the appropriate time, along with a documentary evidence supporting their involvement in the collection of retrospectively collated works associated to each of the key attribute.

In case the candidates, who at present, do not satisfy the requirements of the key attributes, especially the young engineers are advised to work in following direction:

To build up the record, It is advisable that young candidates, during their initial professional career, would keep records of their training and experience to indicate progressive achievements against the key attributes and accordingly the IPD report will be prepared. It is preferred to have a personal mentor who will assist the candidate during this period.

A mentor should preferably be an Accredited Structural Engineer IAStructE or a Fellow of the IAStructE, or an individual of equivalent standing. The mentor will normally be an experienced structural engineer,



fully aware of the key attributes and will be able to provide guidance, advice and training to the candidate. The level of experience of the mentor(s) should be appropriate to the relevant key attributes. A candidate may have multiple mentors through the period of IPD.

Candidates are advised to maintain records of the personal development on weekly basis which would help them to complete the IPD report. It is important that the candidate has regular meetings with her/his personal mentor(s) to review the progress in meeting the key attributes and agree to her/his action plan.

Once the candidate has satisfied the IPD requirements, she/he should complete the IPD report forms of the Association and apply for the accreditation process.

## 2.0 Guidance on Submission of IPD Report

1. All candidates are required to prepare IPD Report along with their IPD forms, which will need to be submitted to IAStructE secretariat. However, in order to avoid unnecessary delays in the interview process, the IPD report must be ready for submission at the time when the candidate makes interview application to headquarters. Submission instructions for the IPD report will then be confirmed by IAStructE secretariat after receipt and processing fees the application.
2. Two copies of the completed IPD Report will need to be submitted. If the candidates are following the individually managed routes, they will also have to submit their supporting documents (i.e. records of work/training, etc.) along with the IPD report. If the candidates cannot provide the IPD report within the timescales, they may be prohibited from attending the interview.
3. The IPD report must demonstrate that the candidate has attained at least the minimum level of competence and sense of responsibility for accreditation as set out in Annexure 1.
4. The IPD report is a one of the key element of the accreditation process and therefore the candidate is expected to allocate the necessary time and take sufficient care in the preparation. Candidate should note that a comprehensive and good quality IPD report would assist the candidate in her/his interview.
5. Attribute 7 is ability in communication; IPD report will contribute to the assessment of this attribute. It is therefore important to ensure that documentation is of a high standard.
6. The IPD report should be A4 size and not more than 400 pages (200 leafs double sided). If the candidate exceeds this limit, the application may get rejected.
7. The pages of text within the IPD report must also be A4 size. Drawings must be no greater than A3 size, and folded to suit. The font size used in IPD report and IPD forms must be no smaller than Arial 9.
8. The IPD report should demonstrate with evidence, the candidate's personal involvement in attaining required level of competency in each of the key attributes on which the candidates will assessed. The report MUST allow easy cross-referencing with the IPD Report Forms.



9. It is recommended that the candidates take sensible approach in their assessment of what to include in the IPD report. Important to note that it vital to include documents and evidence relevant and relates directly to the key attributes and how the candidate has achieved the expected minimum level of competency.
10. Candidates will be expected to include examples of her/his work from a variety of projects that she/he has worked in the past. The IPD report should be sub-divided into the key attributes, with the evidence provided in each subsection relating specifically to the associated key attribute.
11. Wherever need, the candidate shall provide hand written comments or notes or make cross references on the submitted information to help in demonstrating the work carried out by the candidate and its relevance to achieving the level of competency in the key attributes.
12. Candidates should avoid submitting repetitive designs or drawings.
13. All work included within the IPD report must be clearly associated to the candidate, and relevant to the key attributes.

An IPD report checklist has been provided in this file. All candidates **MUST** include a signed version of the checklist as the first page of their submission of IPD report. By completing the checklist the candidate are confirming that the candidate have complied with the Association's requirements in terms of the layout and variety of evidence provided within the IPD report. Should the candidate fail to comply with this requirement, she/he would potentially reduce the success rate at the Interview.



### IPD Report Checklist - Accredited Structural Engineer – IAStructE

The IPD Report shall be sub-divided into the key attributes, with the evidence provided in each subsection relating specifically to the associated to the key attribute.

Please tick to confirm that the IPD Report includes all the following:

Evidence relating to all the key attributes on which the candidate are being assessed.	
Evidence of attendance at professional development events, technical seminars, webinars and talks. Attendance certificates, personal notes, etc. would be handy to assist the candidate.	
Project correspondence by the candidate, e.g. letters, faxes, emails, reports, site instruction records, site inspection notes, meeting notes, etc.	
Hand drawn conceptual design sketches, computer sketches prepared by the candidate using appropriate tools and sketch details.	
Revit, Tekla, CAD project drawings either by the candidate, or for which the candidate has had design responsibility. Candidates should provide some evidence on the drawing, by way of annotation, of their part played in the drawing production.	
Examples of methods of analysis (both manual and computer aided), load transfer mechanism, load resistance assumptions	
Examples of design calculations (both manual and computer aided) making references to the relevant codes and standards	
Specification documents or specification notes produced by the candidate for her/his scope of work	
Evidence of risk assessment procedures undertaken by the candidate and how assessed risks are dealt with and/or communicated to others, including (if appropriate) details of any personal involvement with particular health and safety issues on site	
Evidence of engagement with structural safety, e.g. CROSFALL reports.	
Evidence of an understanding of environmental/sustainability issues, either by personal involvement on a project, background reading, or attendance on relevant courses.	
Evidence of site experience, e.g. photographs taken during site visits, site inspection notes, site meeting notes, correspondence relating to site issues, site instructions, response to RFIs etc.	
Evidence of basic management skills and responsibilities, e.g. programming of design works and staff resources, preparation of deliverables list and dates, variations, fees, etc.	
Evidence of candidates' involvement in contribution to the quality assurance systems, e.g. in-house issuing procedures, in-house checking procedures, checking of subcontract/specialist design information, etc.	
Demonstration of an understanding of basic forms of contract either by personal involvement on a project, background reading, or attendance on relevant courses.	

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**Name**

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**Signature with Date**