

# DISTANCE LEARNING MODULES APPLICATION GUIDANCE

Institution of  
**MECHANICAL  
ENGINEERS**

**Return your application to:**  
**Institution of Mechanical Engineers**  
Further Learning  
1 Birdcage Walk  
Westminster  
London SW1H 9JJ

**For help with your application:**

**UK telephone:** 0845 226 9191

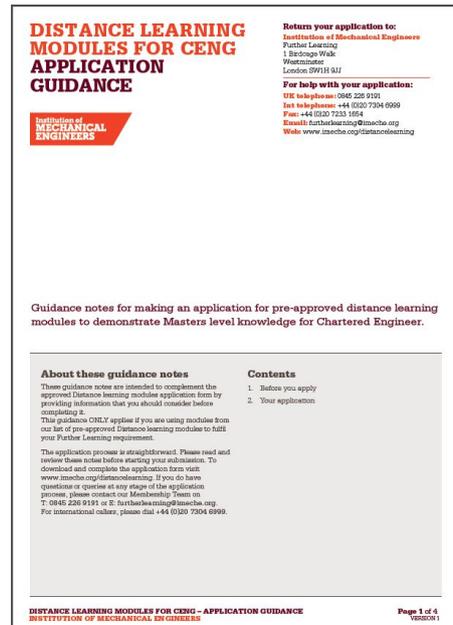
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**Web:** [www.imeche.org/distancelearning](http://www.imeche.org/distancelearning)

Guidance notes for making an application for pre-approved distance learning modules to demonstrate Masters level knowledge for Chartered Engineer.



## About these guidance notes

These guidance notes are intended to complement the approved Distance Learning modules application form by providing information that you should consider before completing it.

This guidance ONLY applies if you are using modules from our list of pre-approved Distance learning modules to fulfil your Further Learning requirement.

The application process is straightforward. Please read and review these notes before starting your submission. To download and complete the application form visit [www.imeche.org/distancelearning](http://www.imeche.org/distancelearning). If you do have questions or queries at any stage of the application process, please contact our Membership Team on T: 0845 226 9191 or E: [furtherlearning@imeche.org](mailto:furtherlearning@imeche.org). For international callers, please dial +44 (0)20 7304 6999.

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# Section 1: Before you apply

## Background to your application

### What is Distance Learning?

Distance Learning lets you complete a combination of approved modules from a range of universities remotely. The participating universities are: Brunel University, London; The Open University; The University of Manchester; and Robert Gordon University, Aberdeen.

Work-based learning is not taken into consideration with this option and only the approved modules on our website can be used on the this application form.

Distance Learning allows you to:

- Spread out the cost over a longer period of time
- Work towards master's level learning while you're still in employment
- Select modules awarded by different universities to build up your own Further Learning package tailored to your needs.

Please note: The list of approved modules is subject to change without notice. Approval of a plan will ensure your module selection is secure until you have completed your plan.

## Section 2: Your application

### The application process

The application process is as follows:

1. Complete an application form
2. Select a combination of modules
3. Submit your application

### Completing your application form

#### General guidance

- Please type using a black font
- Please fill in all applicable fields in the form
- Electronic copies of the application form are available from the IMechE website: [www.imeche.org/distancelearning](http://www.imeche.org/distancelearning)
- Include your name and membership number (if applicable)

#### Guidance on the application form

Support text is shown on the application form itself at the point of need:

##### Support text:

You'll find helpful support text at the point of need throughout the application form. It will always appear like this.

### PART A: Personal and employment details

In this section we ask for your personal and employment details.

### PART B: Your education

In this section we ask for information about your qualifications.

Before completing the Distance learning form, you must have been informed that Further Learning is required, either by the **Academic Review** or after completing the **Qualification Checker**.

### Part C: Your FL Approved Module selection

Please ensure you have read the full module descriptor and considered the learning outcomes and costs before you decide to populate your plan with them. You should consider a combination that complements each other and your own career path. The module selection can be from any of the universities listed for this section. We encourage you to call the university direct to discuss the module before including it within your plan. Enrolment dates, fees and any pre-requisites onto a module must be discussed direct with the university.

Please check the 'Notes' column for any caveats to module selection, some of which must be clarified with the university direct.

N.B: 10 CATS points is the equivalent of 100 hours of student effort.

## Engineering and Science Deepening

This section should be met/satisfied by selecting modules from the pre-approved 'Engineering and Science Deepening' list.

You must select a minimum of **30 CATS** points, typically two modules would fulfil this, so please check the credit of each module you have entered. The Institution will encourage you to complete the modules you list in this section before commencing the modules listed in the broadening sections. This is because these modules should immediately benefit your career by enhancing your engineering knowledge. The modules within the broadening of your knowledge should benefit your career as you become more established and start to take on broader aspects of being an engineer, such as project and people management. Therefore we suggest you prioritise these modules first, then get in touch for a progress update.

## Technical and Non Technical Broadening

This section should be met/satisfied, by selecting modules from the pre-approved 'Technical Broadening and Non Technical Broadening' list.

You must select a combined minimum of **90 CATS** points, which is typically fulfilled by completing six modules, so please check the credit of each module you have entered.

Please ensure you have not selected modules that cover the same material within them. The committee wish to see evidence that you have broadened your knowledge in a variety of areas.

Therefore if modules have similar titles, please carefully scrutinise the learning outcomes to be sure that the topics are not repeated within the different modules. If the committee feel that the modules you have selected repeat the same content then they may suggest you replace one of them to enable your plan to be approved.

## Part D: Record of Achievement

For all pre-approved modules, the University will have an examination that you will need to pass to complete the module. It is this certificate that will act as evidence of knowledge gained.

You must keep an accurate record of your achievements whilst undertaking your Further Learning. When you have completed your Further Learning, you will need to submit authenticated evidence of assessment to the IMechE for review (i.e. authenticated certificates showing assessment/exam results).

## Part E: Declaration

Please sign or tick the declaration box depending on whether you are emailing or posting in your form. The signature and/or confirmation of having read the declaration shows your commitment to your plan and confirms that all the information is complete, true and accurate and to the best of your knowledge. Any revisions to your plan must be submitted for review.

Please tick the other box if you are happy for the Institution to forward on your personal information to the university/universities listed on your application, so that they can contact you to offer you the appropriate support and advice.