



NAFEMS Education and Training Working Group (ETWG)

Terms of Reference

Last Updated: 06 December 2021

1 ETWG TERMS OF REFERENCE

NAFEMS Education and Training Working Group (ETWG) is responsible for examining the education and training needs for all numerical simulation analysts and for providing information and deliverables to satisfy these needs.

AIMS

Provide the educational and training material to satisfy the requirements of:

1. Less-experienced analysts, to enable them to produce reliable and accurate numerical predictions.
2. More-experienced analysts, to enable them to extend their area of expertise and to share their knowledge and expertise with the wider community.

WORKING GROUP MEMBERSHIP

- Members should preferably be experienced users of engineering simulation technology
- Members are expected to participate in ETWG meetings either by attending in person or joining online
- The NAFEMS Technical Officer or an appointee will participate as an ETWG member
- ETWG membership will be reviewed regularly, at least every two years.
- The ETWG Chair will be elected by a majority vote. The term of office of the ETWG Chair will normally be three years or until the Chair resigns.
- Potential new members should submit a CV to the ETWG Chair indicating their knowledge and experience of industrial analysis and simulation as related to the working group. This will be reviewed by the ETWG members and if approved by at least a two-thirds majority vote of the ETWG members, the person will be invited to join the ETWG.

MEETINGS

The ETWG will meet as required, at least three times per year. Minutes of the meetings will be sent to NAFEMS for circulation among other NAFEMS Working Group Chairs. Decisions will be made by a majority vote, either during an ETWG meeting or via an email vote.

DELIVERABLES

- The ETWG is responsible for accrediting courses run by NAFEMS and other external agencies. A formal NAFEMS accreditation procedure will be followed (see Section 3). If appropriate, the ETWG will issue guidelines for the technical content and assessment methods of accredited courses.

- The ETWG will commission educational and training deliverables for NAFEMS members and the wider engineering analysis community. The publications will be in the form of textbooks, How To booklets, Beginners' Guides; Practical Guidelines, web-based presentations, etc.
 - Deliverables will be commissioned by issuing an open Invitation to Tender. Approved bids will be commissioned through a formal NAFEMS contract. Individuals or organisations with the appropriate experience may be approached to bid for tenders.
 - At least two reviewers will be appointed to review each ETWG deliverable.

PROFESSIONAL SIMULATION ENGINEER (PSE) SCHEME

Progress reports from the NAFEMS PSE Board will be presented at the ETWG meetings.

ACCREDITATION OF COURSES

Accreditation of courses is outlined on the NAFEMS website at <https://www.nafems.org/community/working-groups/education-and-training/accreditation-and-approval/>.

2 ETWG MISSION STATEMENT

1. Provide an environment in which simulation practitioners can demonstrate appropriate skills and knowledge.
2. Develop an education and training environment to ensure an adequate level of skill and knowledge for simulation practitioners.
 - Define what is required for an adequate level (or levels).
 - Define a route (or routes) by which practitioners can gain this skill and knowledge.
 - Provide a mechanism by which practitioners can verify that they have achieved this standard (or standards).
3. Develop an environment and processes for continuous professional development of simulation practitioners.
 - Define an acceptable volume and depth of activity for professional development.
 - Provide a mechanism by which practitioners can verify that they have satisfied these requirements.