

FOREWORD

This handbook is for anyone wishing to undertake the ICE Mini MBA in Infrastructure. It outlines what you can expect and what you are committing to in order to obtain the diploma.

It also contains the terms and conditions of the programme. If there are any conflicts between the Standard ICE Training Terms and Conditions and this handbook, this handbook takes precedence.

All correspondence relating to the programme should be sent to info@icetraining.org.uk or +44 (0)20 7665 2457.

ICE Mini MBA in Infrastructure: Delegate Handbook

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1. The Programme

1.1 Introduction to the MiniMBA

The ICE Mini MBA in Infrastructure is designed to support those wishing to progress their careers into strategic roles by expanding their leadership skills and knowledge. Building on prior experience, it enables engineers and other professionals to take a more proactive approach to their personal and professional development, working towards leadership and director-level roles within the infrastructure sector.

This programme is specifically designed by engineers for engineers. It explores the typical issues and challenges faced by technical professionals from a management and leadership perspective, helping participants develop an understanding of root causes while identifying and applying practical solutions.

1.2 Who is the course intended for?

This programme is designed for ambitious, forward-thinking engineers and managers who are ready to step beyond technical delivery and into strategic leadership roles. It is particularly suited to those who have begun developing their management capability and are now looking to accelerate their progression towards senior and executive positions within the infrastructure sector.

This programme will be especially valuable if you:

- Are a junior or middle manager aspiring to take the next step into leadership
- Are responsible for delivering infrastructure projects and want to broaden your impact
- Manage project finances and want to strengthen your commercial and strategic mindset
- Are involved in winning work or shaping opportunities for major projects
- Seek to influence and improve organisational processes, standards, and policies
- Play a key role in coordinating complex projects, often across multiple priorities
- Lead, or are preparing to lead, teams and develop others
- Have 3+ years of professional experience and are ready to accelerate your career trajectory

1.3 Programme Overview

What is involved in the Mini MBA programme?

The programme is made up of three core components:

1. eLearning modules

You will complete six eLearning modules over a 12-month enrolment period. Each module takes approximately 3 hours and includes a knowledge check. Modules are marked as complete once all content is finished and the test is passed (unlimited attempts available). Content can be revisited at any time.

Modules:

- Management and Leadership for Engineers
- Procurement, Contracts and Project Management
- Project Appraisal and Financial Management
- Introduction to Sustainable Development
- Digital Transformation: Implementing a BIM Strategy
- CDM2015: The Full Picture, Principles and Practice

2. Classroom learning

A two-day classroom session focuses on applying learning through discussion, case studies, and peer interaction.

Key topics:

- Management and leadership fundamentals
- Business structures and operations
- People and organisational culture
- Business delivery and development
- The role of self in leadership

Recommended: Complete the *Management and Leadership for Engineers* module before attending.

3. Assessment

The assessment is designed to demonstrate how you have applied your learning in practice. It consists of:

- A written statement outlining your experience, achievements, and development
- A supporting testimony from a line manager or appropriate peer
- A one-hour online interview with an ICE assessor

You will receive assessment guidance and a template upon enrolment.

- **Submission:** from 6 months after your start date
- **Recommended completion:** within 12 months
- **Validation:** your statement must be signed off by a line manager or appropriate peer

Following submission, you will be invited to attend a **one-hour online interview (via Teams)**. This provides an opportunity to discuss your experience, evidence your learning, and reflect on your professional development.

The assessor will review your written statement and supporting testimony in advance and use the interview to confirm how you have applied your knowledge and contributed to your organisation.

Results and certification

Your results will be issued by email within 10 working days of completing the assessment process.

Successful candidates will receive their certificate electronically as part of this communication.

Resubmission

If you do not pass the assessment, you will receive feedback outlining areas for further development.

You may resubmit your written statement with additional evidence upon payment of a £250 resubmission fee. There is no time limit for resubmission, allowing you to develop your evidence at an appropriate pace.

Appeals

If you believe there are grounds to challenge your assessment outcome, you may submit an appeal within **five working days** of receiving your result.

Appeal requests should be submitted by email to info@icetraining.org.uk, clearly outlining the basis of your request and including any relevant supporting evidence.

You will receive an acknowledgement within two working days, and a response will normally be provided within 10 working days.

Where an appeal results in a reassessment (including review of your written statement and/or a further interview), a fee of £250 will apply. This fee will be refunded in full if your result is subsequently revised from a fail to a pass.

2. Booking Information

2.1 Are you ready?

The Mini MBA programme requires a commitment over the 12-month enrolment period, with approximately 40 hours of study:

- eLearning: 6 modules × 3 hours = 18 hours
- Classroom: 2 days × 7 hours = 14 hours
- Written statement: approximately 8–10 hours

2.2 Booking onto the course

You can book up to five delegates at a time via the ICE Training website.

For bookings of more than five delegates, please contact the team at info@icetraining.org.uk.

Once your booking has been submitted, you will receive a confirmation email and an invoice (30-day payment terms).

2.3 Joining instructions

Joining instructions for the classroom sessions will be issued approximately **10 calendar days before the start date**.

Please note that ICE Training cannot accept liability for any expenses incurred prior to the issue of joining instructions in the event that a course is rescheduled or cancelled.

2.4 Transfers and cancellations

Once enrolled on the Mini MBA programme, delegates may request to transfer to an alternative classroom date, subject to availability. Only **one transfer** is permitted per delegate. If a transferred booking is subsequently cancelled, the original course fee becomes non-refundable.

Cancellation and/or transfer fees will apply as outlined below and must be paid within 30 days of invoice.

Notice period before classroom session	Cancellation fee	Transfer fee
29 days or more	None	None
15–28 days	50% of classroom fee (£700)	15% of classroom fee (£700)
14 days or less	100% of classroom fee (£700)	30% of classroom fee (£700)

* If any eLearning modules have been accessed at the point of cancellation, an additional fee of **£205 per module** will be charged.

All cancellation or transfer requests must be submitted in writing to info@icetraining.org.uk

2.5 ICE standard terms and conditions

All terms and conditions set out in the ICE Training standard terms and conditions, as published on our website (<https://www.icetraining.org.uk/terms-conditions>), remain in force.

However, in the event of any conflict between the published terms and conditions and this handbook, the information contained within this handbook will take precedence.

3. Frequently Asked Questions

Can my company pay using a purchase order?

Yes. We recognise that some organisations require a purchase order (PO) for invoice processing.

A valid PO on company letterhead will be accepted, and assessment access will be released upon receipt, subject to the timelines outlined in this handbook.

I have paid my invoice but can't attend the scheduled date — what should I do?

If you are unable to attend the classroom session, you may request to transfer to an alternative date, subject to availability. Only **one transfer** is permitted per delegate. Any subsequent cancellation will result in a **100% forfeiture** of the original booking fee.

Who should I contact if I cannot access my eLearning?

Please contact **info@icetraining.org.uk**, providing as much detail as possible about the issue (including screenshots where available).

How long do the eLearning modules take? Is there a test?

Each module takes approximately **3 hours** to complete. Modules include knowledge checks to support your learning, and you may revisit content at any time for revision.

There is **no formal exam** for the individual modules.

Will I receive a refund if I have previously purchased an eLearning module?

No. As part of the programme, you will receive 12 months' access to all eLearning modules. Even if you have previously completed some modules, they remain a required component of the programme.

If I purchase the programme and then decide it's not for me, can I cancel?

You may cancel your booking free of charge within **7 days of purchase**, provided you have not accessed any eLearning modules.

If any modules have been accessed, a fee of **£205 per module** will be deducted from your refund.

After this period, the following cancellation fees apply:

Notice period before classroom session	Cancellation fee
29 days or more	None
15–28 days	50% of course fee
14 days or less	100% of course fee

Can I change any of the eLearning modules?

No. The modules form part of a structured programme and cannot be changed. Any alteration to the course content would affect the integrity and endorsement of the Mini MBA programme.