

Volunteering role	Registration Assessor
Role synopsis and primary focus	As a Registration Assessor you'll be assessing applicants, as part of the professional review process for Chartered Engineer (CEng) and Incorporated Engineer (IEng).
Person requirements	You'll need to be an IET member and professionally registered with the Engineering Council as either CEng or IEng.
What you can gain from this role	<ul style="list-style-type: none"> ▪ Further develop your teamwork and communication skills. ▪ Positively contributing to the careers and development of other engineers. ▪ Meet people from different sectors and industries, helping you to build your network and keep up-to-date in the engineering and technology environment. ▪ Volunteering contributes towards your CPD and can be logged as part of your CPD activities.
Main duties and responsibilities	<p>There are two reviews of documentary evidence as part of the Professional Review Process.</p> <p>You'll serve on a panel:</p> <p>Pre-Professional Review Interview (PRI) Assessment (usually two Assessors and one Moderator), you'll:</p> <ul style="list-style-type: none"> ▪ Review the documentary evidence (which may be more than the application). ▪ Advise the Moderator of their assessment of the written evidence, using judgement based on expert knowledge of the applicant's industry and UK- SPEC. ▪ Hear and understand the opinions of the other Assessors and assist the Moderator with consensus when necessary. ▪ Where an applicant's qualification is not a UK-SPEC recognised qualification, or clear equivalent, consider how the evidence demonstrates the applicant's Underpinning Knowledge and Understanding (UK&U) required for the category they are applying for. ▪ Identify and recommend any additional evidence required to support the application. <p>Post-Professional Review Interview (PRI) Assessment (usually one Assessors and one registrar), you'll:</p> <ul style="list-style-type: none"> ▪ Review the documentary evidence. ▪ Consider if process has been fair and rigorous (where required ask Registrar to seek clarification on Interviewer Comments) ▪ Make final decision on application. <p>General</p> <p>Registration Assessor's must adhere to the IET's data protection policy throughout all processes.</p> <p>The panels are not standing committees; they are formed as necessary for the purpose of dealing with a particular case.</p>

How this role supports our vision and mission	<p>Registration Assessors Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences.</p> <p>This role is inspiring the next generation of engineers and technicians.</p> <p>It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.</p>
Period of appointment	Appointment is continuous, as long as the required training remains up to date.
Time Commitment	<p>To ensure currency in the role, you will need to commit to a minimum of two days assessing activity per year.</p> <p>You'll also need to attend an initial training session and then a revalidation session every three years.</p>
Appointment method	To apply, complete the Application form and return to rssu@theiet.org Application forms are reviewed by a panel formed of three members from the Registration Group and Registration & Standards Committee and approved if agreed.
Induction	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> • Volunteers' Handbook • Access to IET EngX® online volunteering community • All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system. • Other volunteer policies and guidance are provided on IET EngX®
Training	<ul style="list-style-type: none"> ▪ Attendance at a Registration Assessor training session ▪ Mandatory revalidation training every three years. ▪ Registration & Standards Annual conference
Point of contact	IET staff Registration & Standards Support Unit (RSSU) rssu@theiet.org