

<b>Volunteering role</b>	<b>Professional Review Interviewer</b>
<b>Role synopsis and primary focus</b>	You'll be interviewing applicants, as part of the professional review process for Chartered Engineer (CEng) and Incorporated Engineer (IEng).
<b>Person requirements</b>	You'll need to be an IET Member and professionally registered with the Engineering Council as either CEng or IEng.
<b>What you can gain from this role</b>	<ul style="list-style-type: none"> <li>▪ Further develop your teamwork and communication skills.</li> <li>▪ Positively contributing to the careers and development of other engineers.</li> <li>▪ Meet people from different sectors and industries, helping you to build your network and keep up-to-date in the engineering and technology environment.</li> <li>▪ Volunteering contributes towards your CPD and can be logged as part of your CPD activities.</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Interviewing applicants applying for CEng and IEng professional registration.</li> <li>▪ Interviews are held virtually or in-person.</li> <li>▪ Drawing out information from the applicant to verify the contents of their application form and that they have attained the range of competences at a level appropriate to the type of registration for which they have applied.</li> <li>▪ To validate the competence and commitment of the applicant in a transparent, objective and auditable manner.</li> <li>▪ Completing a post-interview online Interview Report Form indicating the threshold demonstrated by the applicant and providing justifying comments for each threshold statement.</li> <li>▪ Reaching, with your co-interviewer, a recommendation on whether the applicant has met the competences required for the category of registration applied for.</li> <li>▪ Adhering to the IET's data protection policy for volunteers.</li> </ul>
<b>How this role supports our vision and mission</b>	<p>Professional Review Interviewers Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences</p> <p>This role is inspiring the next generation of engineers.</p> <p>It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.</p>
<b>Period of appointment</b>	Appointment is continuous, as long as the required training remains up to date.
<b>Time Commitment</b>	<p>To ensure currency in the role, you will need to commit to a minimum of two days interviewing activity per year.</p> <p>You'll also need to attend an initial training session, followed by observing two interviews, and then a revalidation session every three years.</p>
<b>Appointment method</b>	To apply, complete the <a href="#">Application form</a> and return to <a href="mailto:rssu@theiet.org">rssu@theiet.org</a>

	Application forms are reviewed by a panel formed of three members from the Registration Group and Registration & Standards Committee and approved if agreed.
<b>Induction</b>	<p>Upon approval you will be provided with:</p> <ul style="list-style-type: none"> <li>• Volunteers' Handbook</li> <li>• Access to IET EngX® online volunteering community</li> <li>• 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.</li> <li>• Other volunteer policies and guidance are provided on IET EngX®</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>▪ Attendance at a Professional Review Interviewer training session, once approved in the role.</li> <li>▪ Participation as an observer at two live interviews with IET approved interviewers.</li> <li>▪ Mandatory revalidation training every three years.</li> <li>▪ Attendance at Registration &amp; Standards Annual conference.</li> </ul>
<b>Point of contact</b>	IET staff Registration & Standards Support Unit (RSSU) <a href="mailto:rssu@theiet.org">rssu@theiet.org</a>