

Volunteering role	Registration Technician Assessor
Role synopsis and primary focus	You'll be assessing applicants, as part of the professional review process for Engineering Technician (EngTech) and Information & Communications Technology Technician (ICTTech)
Person requirements	You'll need to be an IET Member and professionally registered with the Engineering Council.
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 and technicians. ▪ 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>You'll serve on a panel (usually made up of two assessors and one Registrar):</p> <ul style="list-style-type: none"> ▪ Review the documentary evidence (which may be more than the application). ▪ Advise the Registrar of their assessment of the written evidence, using judgement based on expert knowledge of the applicant's industry and UK- SPEC/ICTTech Standard. ▪ Hear and understand the opinions of the other Assessors and assist the Registrar with consensus when necessary. ▪ Where an applicant's qualification is not a 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>General</p> <ul style="list-style-type: none"> ▪ The assessment registration panels are not standing committees; they are formed as necessary for the purpose of dealing with a particular case. Normally the panel should consist of a Registrar and two or three assessors. ▪ Adhering to the IET's data protection policy for volunteers.
How this role supports our vision and mission	<p>Registration Technician 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.
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June 2024

Time Commitment	<p>To ensure currency in the role, you will need to commit to a minimum of five days assessment 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	Complete and submit the Volunteer Form . Once your form has been reviewed you will receive confirmation of your appointment, along with the relevant next steps.
Induction	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> • 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. • Volunteers' Handbook • Access to IET EngX® online volunteering community • Other volunteer policies and guidance are provided on IET EngX®
Training	<ul style="list-style-type: none"> ▪ Attendance at a Technician Assessor workshop will be required once approved for the role. ▪ Mandatory revalidation training every three years.
Point of contact	<p>The regular contact for this role will be the Volunteering, Training and Development team</p> <p>Initial enquires about applying for the role can be directed to volunteer@theiet.org</p>

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