

<b>Volunteering role</b>	<b>Registration Technician Assessor</b>
<b>Role synopsis and primary focus</b>	You'll be assessing applicants, as part of the professional review process for Engineering Technician (EngTech) and Information & Communications Technology Technician (ICTTech)
<b>Person requirements</b>	You'll need to be an IET Member and professionally registered with the Engineering Council.
<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 and technicians.</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>	<p>You'll serve on a panel (usually made up of two assessors and one Registrar):</p> <ul style="list-style-type: none"> <li>▪ Review the documentary evidence (which may be more than the application).</li> <li>▪ 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.</li> <li>▪ Hear and understand the opinions of the other Assessors and assist the Registrar with consensus when necessary.</li> <li>▪ 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&amp;U) required for the category they are applying for.</li> <li>▪ Identify and recommend any additional evidence required to support the application.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ 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.</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>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>
<b>Period of appointment</b>	Appointment is continuous, as long as the required training remains up to date.

<b>Time Commitment</b>	To ensure currency in the role, you will need to commit to a minimum of two days assessment activity per year. You'll also need to attend an initial training session, and then a revalidation session every three years.
<b>Appointment method</b>	Complete the <a href="#">Volunteer Form</a> and submit to Registration & Standards Support Unit. Once your form has been reviewed you will receive confirmation of your appointment, along with the relevant next steps.
<b>Induction</b>	Upon engagement you will be provided with: <ul style="list-style-type: none"> <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>• Volunteers' Handbook</li> <li>• Access to IET EngX® online volunteering community</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 Technician Assessor workshop will be required once approved for the role.</li> <li>▪ Mandatory revalidation training every three years.</li> <li>▪ Attendance at the annual IET Registration &amp; Standards 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>