

Volunteering role	Professional Registration Advisor
Role synopsis and primary focus	You'll be advising individuals seeking professional registration on the Engineering Council's Register of Engineers and Technicians through the IET.
Person requirements	You'll need to be an IET Member and professionally registered with the Engineering Council.
What you can gain from this role	▪ 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	The primary responsibility of a Professional Registration Advisor (PRA) is to provide advice and guidance to individuals seeking professional registration on the Engineering Council's Register of Engineers and Technicians through the IET. The role of the PRA includes: ▪ Advising applicants working towards registration. ▪ Advising applicants applying for registration. ▪ Advising applicants who have been requested to provide additional information. ▪ Advising applicants attending their Professional Registration interview. ▪ Advising applicants declined for registration, which may include advice about appealing the decision.
How this role supports our vision and mission	Professional Registration Advisors Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences. This role is inspiring the next generation of engineers and technicians. It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.
Period of appointment	Appointment is continuous, as long as the required training remains up to date.
Time Commitment	To ensure currency in the role, you will need to commit to a minimum of two days professional registration activity per year. You'll also need to attend an initial training session and then a revalidation session every three years.
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	Upon engagement you will be provided with: • Volunteering Handbook • Online Induction • Access to IET EngX™ online volunteering community • Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment. Other policies and guidance documents are also provided to enable you to undertake your volunteering role.
Training	▪ Attendance at a PRA training session, once approved in the role. ▪ Mandatory revalidation training every three years. ▪ Attendance at Registration & Standards Annual conference.
Point of contact	IET staff Registration & Standards Support Unit (RSSU) rssu@theiet.org