

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.
Time Commitment	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.
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: <ul style="list-style-type: none"> • 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	<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. ▪ Attendance at the annual IET Registration & Standards Conference.
Point of contact	IET staff Registration & Standards Support Unit (RSSU) rssu@theiet.org