FAQs for Volunteer Ambassadors

This list of frequently asked questions is to assist you in your role as an ambassador for the IET through your volunteering, and designed to act as a quick reference guide to enable you to share information when asked about the IET.

Please let us know if you feel it would benefit from any additional information on volunteer@theiet.org

Membership

➢ How do I become a member of the IET?

It is easy to become a member of the IET.

To apply for membership you can use our online application form, which is available on the IET website through the following link:
https://www.theiet.org/membership/becoming-a-member/join-the-iet/

If you’re unsure about the type of membership you need, this webpage will help you choose the membership that is right for you:
https://www.theiet.org/membership/types/index.cfm

For more information on membership please visit:
https://www.theiet.org/membership/join/

For information about Fellowship please visit:
https://www.theiet.org/membership/types/fiet/

If you would like to contact someone or view our FAQs on membership please visit:
https://www.theiet.org/membership/contacts/index.cfm

If you have previously (within the last 3 years) been a member and would like to re-join the IET please visit:
https://www.theiet.org/membership/manage/re-join/index.cfm

However, if your membership lapsed over 3 years ago you will need to re-apply and meet the current requirements to be a member of the IET. You can either do this over the telephone or via email. Please find below details on how to get in touch with the Team:

Tel no: +44 (0)1438 767648
Email: rejoin@theiet.org
➢ How much are the current membership fees?

The membership fee depends on the type of membership you're applying for. For more details and fees please go to: https://www.theiet.org/membership/becoming-a-member/fees/reduced-membership-fees/

Categories of membership with prices correct at Jan 2019:

Non – Registered Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
<th>Student/Apprentice</th>
<th>Associate &amp; Member</th>
<th>Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>£20.00 – 1 year</td>
<td>£20.00</td>
<td>£165.00 – Full Rate</td>
<td>£192.00 – Full Rate</td>
<td>£165.00</td>
</tr>
<tr>
<td>£50.00 - Duration</td>
<td>£50.00</td>
<td>£82.50 – Reduced Rate</td>
<td>£96.00 – Reduced Rate</td>
<td>£50.00</td>
</tr>
</tbody>
</table>

Registered Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
<th>Registered Member</th>
<th>Registered Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEng or IEng</td>
<td></td>
<td>£203.00 – Full Rate</td>
<td>£208.00 – Full Rate</td>
</tr>
<tr>
<td>EngTech or ICTTech</td>
<td></td>
<td>£181.00 – Full Rate</td>
<td>£230.00 – Full Rate</td>
</tr>
<tr>
<td>£101.50 – Reduced Rate</td>
<td></td>
<td>£90.50 – Reduced Rate</td>
<td>£115.00 – Reduced Rate</td>
</tr>
<tr>
<td>£230.00 – Reduced Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information on each category and fees please visit: https://www.theiet.org/membership/information/faqs/joining.cfm and https://www.theiet.org/membership/becoming-a-member/fees/membership-fees-faqs/ and https://www.theiet.org/membership/becoming-a-member/fees/reduced-membership-fees/

➢ Where are the Rules of Conduct for members?

The IET Rules of Conduct are on our website. To access them please visit: https://www.theiet.org/about/governance/rules-conduct/index.cfm and here: https://www.theiet.org/about/governance/rules-of-conduct/

➢ What to do with a complaint associated with the IET

If you receive a complaint about a person associated with the IET or one of our products or services, please refer this to your staff contact as soon as possible. We have processes in place to manage complaints, and it is important that we track them. If you are unsure who your contact is, please contact the Volunteer Support Unit via volunteer@theiet.org or 01438 313311.
Professional Registration and Development

➢ How do I get professionally registered (CEng, IEng, EngTech and ICTTech)?

For more information about the different categories of registration please visit: https://www.theiet.org/membership/profreg/index.cfm

You must be a member of the IET to apply for professional registration.

You can get professionally registered in two ways:

1. You can do it online via Career Manager: https://www.theiet.org/membership/career/cmanager/index.cfm (Login required), or

2. You can download the application form. To do this please visit: https://www.theiet.org/membership/profreg/app-form.cfm

➢ How can I get help with Professional Development?

The IET offers a variety of options to support professional development, from an Initial Professional Development (IPD) Service to Training Courses, as well as an online tool called Career Manager, to assist you with skills development and recording you professional development.

To read more about the guidance and resources available to you, please visit: https://www.theiet.org/career/professional-development/continuing-professional-development/

It is mandatory for all members to undertake CPD. For information on how this applies to you please visit: https://www.theiet.org/membership/career/cpd/how/index.cfm

To visit our FAQs connected to Career Manager please visit: https://www.theiet.org/membership/career/cmanager/about/faq/index.cfm

If you would like to speak to someone please send an email to cpd@theiet.org

➢ How can a mentor help me?

Mentoring is a relationship where a more experienced person (mentor) helps to guide a less experienced person (mentee) in their development.

A mentor can help identify any issues and barriers to development and help the mentee progress in their career, as well as supporting preparation for professional registration.

A mentor acts as a facilitator and advisor. They are a role model and someone who provides feedback and is able to listen to the mentee. They can challenge assumptions and encourage the achievement of goals and objectives. If you would like to progress in your career and think you need objective help, our Mentoring Service is a way to gain a different perspective and learn new knowledge.
➢ **How can I get a mentor?**

You need to be a member of the IET to use our Mentoring Service, which is free of charge and one of our membership benefits.

To download the application form please visit: https://www.theiet.org/career/professional-development/mentoring/apply-for-a-mentor/

You need to complete and return your application to:
Mentoring Service, Professional Development Department,
The Institution of Engineering and Technology,
Michael Faraday House
Six Hills Way
Stevenage
SG1 2AY
UK

Or email it to mentoring@theiet.org

If you have any further questions and would like to speak to someone please email mentoring@theiet.org

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**Networking**

➢ **How do I find my network (local or technical)?**

To find your local network you can use our interactive map: https://www.theiet.org/communities/local/index.cfm

If there isn’t a local network in your area and you would like to discuss the possibility of starting one please email communities@theiet.org

➢ **Where do I find a list of events I can go to?**

Please visit http://www.theiet.org/events/search/allevents.cfm for a full list of events and to search by dates, region or topic area.

➢ **Are events free to attend for members and non-members?**

It depends on the event. A lot of the events are free of charge and can be attended by anyone, whether an IET member or not.

Some of the events require you to be a member (especially courses) and you will have to log in to the IET website to register to attend.

➢ **What is Engineering Communities?**

Engineering Communities is a web based networking platform for engineers and can be found on the IET website via the link below:

You do not have to be an IET member to join Engineering Communities.

**Volunteering**

➢ Where can I find information on the volunteer roles available?

Volunteers are at the heart of the IET and support most of its activities in some way, so it relies on engaging engineering and other professionals to help deliver its objectives. All volunteer roles are listed on our Volunteer Gateway and can be found here: [https://www.theiet.org/volunteers/get-involved/index.cfm](https://www.theiet.org/volunteers/get-involved/index.cfm)

Each role is supported by a role description to help you decide which is suitable for you and the time you have available to commit to volunteering. To get started, please visit: [https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-roles/](https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-roles/)

You can also find specific recruitment campaigns, and other calls for volunteer support on our Volunteer Opportunities vacancies board: [https://www.theiet.org/involved/volunteering-for-the-iet/recruitment-campaigns/?utm_source=redirect&utm_medium=legacyredirects&utm_campaign=2019relaunch](https://www.theiet.org/involved/volunteering-for-the-iet/recruitment-campaigns/?utm_source=redirect&utm_medium=legacyredirects&utm_campaign=2019relaunch)

➢ How can I attend a volunteer induction?

You can register to attend a volunteer induction via the Volunteer Hub by visiting: [https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/volunteer-induction/](https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/volunteer-induction/)

You will need to be an active volunteer and log in to access this page, as all our inductions are aimed at existing volunteers.

➢ What is the Volunteer Hub?

The Volunteer Hub is an area of the IET website ([www.theiet.org](http://www.theiet.org)) that is dedicated to volunteering and holds a variety of information and resources a volunteer might need to fulfil their role. It also provides information to those who are considering getting involved in volunteering with the IET.

To access it please visit: [https://www.theiet.org/volunteers/index.cfm](https://www.theiet.org/volunteers/index.cfm)

➢ How can I stand for election or appointment to a governance role?

To stand for an election or appointment you need to be a member of the IET. Each year there are elections for vacancies on Council, the Board of Trustees, the Communities Resourcing Committee and seven Communities Committees. There is 1 vacancy for each of the Committees, four for the Board of Trustees and 6 vacancies for Council annually.

Membership of Council, Boards and Committees is open to all categories of IET membership (although you need to be a full member or Fellow for Board positions). Members of regional Communities Committees must be resident in the region. Nominations must otherwise follow the conditions of Bye-law 69(b). In addition to the elections, three positions on Council are appointed each year, and vacancies on other bodies may be filled by appointment from time to time.

For more information on elections, contact the Governance Department on +44 (0)20 7344 5415 or governance@theiet.org
If you would like to apply for appointment to Council or Committees, please email governance@theiet.org giving your membership number.

For more information please visit: https://www.theiet.org/about/governance/elections/

➢ Who are our current trustees and council members?

We list our current trustees and council members on our website. Please visit:
https://www.theiet.org/about/governance/board-of-trustees/ to view the list of Trustees and
https://www.theiet.org/about/governance/council/ to view the list of Council members.

General Information

➢ What does the IET do to encourage the next generation of engineers?

Many of our events promote engineering to different groups of people – especially children and young people in school.

To find out more visit https://faraday-secondary.theiet.org/ where you will find a lot of different events happening throughout the year, different initiatives to get involved in, and plenty of information on how we, as an engineering organisation, promote this profession to the next generation.

One of the initiatives is STEM events where we promote Science, Technology, Engineering, and Mathematics.

➢ What engineering knowledge services do we offer?

The IET has an incredible range of information offerings:

- Inspec is an invaluable information resource with nearly 18 million records – used by 84% of the top 50 universities in the world for electrical engineering
- Our Digital Library gives access to over 200,000 technical documents, including the new open access research ‘Journal of Engineering’
- Engineering Communities – our online professional networking platform – has more than 57,000 users
- IET Journals are where you will find ground-breaking research published on key topics.
- We publish Industry Standards in emerging technology areas
- We run Events, including over 120 conferences and prestige lectures each year, with keynotes from industry thought leaders
- The IET Books portfolio - in print and e-Book format - covers all the key areas of engineering and technology
• IET.tv - one of the world's largest video archives on engineering and technology subjects – has over 9,000 videos

• There is the E&T magazine for all members, along with E&TJ - the IET's engineering & technology Jobs board

• The IET Wiring Regulations - the National standard which every qualified electrician in the UK uses.