**Fellowship Assessor**

**Primary focus:**

To assess and review submissions for Fellowship of the IET in accordance with standard procedures. (see the website at [www.theiet.org/fellows](http://www.theiet.org/fellows))

**Primary focus:**

To serve on a panel, consisting of, usually two assessors and a chairman, to evaluate applications for Fellowship. The panel considers a written submission from the candidate which they use to provide a recommendation to the chairman of the panel as to the suitability of the candidate for Fellowship.

**Main duties and responsibilities:**

- To be part of an assessment panel; to use expert judgment to arrive at a reasoned view on whether the candidate shows any of the published attributes to be elected to Fellow.
- To detail, where necessary, any actions, on the part of the candidate in order to achieve the required level of the published Fellow criteria.
- The panel should aim to achieve a consensus on the merits of the application, but in the event of disagreement the final decision rests with the chairman.
- Adhere to the IET’s data protection policy for volunteers.

**General:**

The assessment 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 chairman and two assessors.

**Appointment method:**

- Nominations are received from existing volunteers, committee members, staff, and through self-nomination.
- Application forms are reviewed by a panel formed of at least three members from the registration group, registration standards committee and fellowship committee and approved if agreed.

**Period of appointment:**

- Initial three-year term
- Possible appointment for another three years, if appropriate

**Training:**

- Once approved, attendance at a Fellowship Assessor development workshop.
- Mandatory refresh training every three years.
- Registration & Standards Annual conference.
Point of Contact:

The point of contact for all roles is Registration & Standards Support Unit (RSSU)
rssu@theiet.org

Communications:

- Fellowship staff will contact you via email or telephone directly.
- Registration and Standards staff will contact you via email or telephone directly.
- Information and Guidance on Fellowship can be found on the IET Registration and Standards community on Engineering Community page.
- Volunteer Update e-newsletter.

Resources:

The following resources are available to support this role:

- Volunteering Handbook
- Volunteer Hub web area

Policies and Procedures:

This role is supported by the following policies and procedures:

Policies and Code requiring mandatory online sign-up:
- Anti-bribery and Corruption Policy
- Code of Conduct for Volunteers
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy

Upon engagement you will be provided with access to our e-learning portal to undertake this activity.

Other Policies and Guidance:
- Anti-slavery Policy
- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Managing Disagreements Guidelines
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)

Please refer to the Volunteer Hub for further guidance on policies and procedures.

Person specification:

Fellow Assessors should be Fellows of the IET and ideally Engineering Council registered engineers.

Date Updated: July 2019