**CPD Advisor**

**Primary focus:**

Continuing Professional Development (CPD) Advisors are IET members with detailed knowledge of IET CPD monitoring. They are able to review individual members CPD records and assess whether they are demonstrating compliance with the scheme requirements. They are also able to provide constructive feedback to the member on areas for improvement as appropriate.

**Main duties and responsibilities:**

CPD Advisors are expected to:

- Keep up-to-date with the requirements of the IET CPD monitoring scheme and attend regular training sessions, as required.
- Commit to undertaking up to 30 reviews per year. Reviews involve looking at individual members’ development plans and CPD activity records and making a judgement as to whether the member has met the requirements of the CPD scheme.
- Provide constructive, tailored feedback comments (written) to each member reviewed. This is especially important in cases where a member is found to be lacking in meeting the requirements, to explain the areas in which improvements can be made.
- Participate in discussions with other CPD Advisors, as required. Provide relevant feedback and help to capture lessons learned about the review process to IET staff and the Professional Development Advisory Committee (PDAC) to help ensure high standards and maintain consistency.
- Adhere to the IET’s policies for volunteers including data protection and equal opportunities.
- Occasionally you may be asked to attend events or workshops to help explain and promote the benefits of CPD, however, this is not a mandatory part of the role.

**Appointment method:**

- Applications to become a CPD Advisor are made to IET staff. A CV is required to be submitted to a panel of the Professional Development Advisory Committee (PDAC) for approval;
- Following approval by the PDAC, nominated CPD Advisors will be advised of their formal appointment and scheduled to attend introductory training, which may be in the form of a pre-recorded webinar.

**Period of appointment:**

- Suggested three-year term, but this is flexible subject to individual circumstances;
- Possible re-appointment for further years, if appropriate.
Training:
A pre-recorded webinar.

Point of Contact:
The regular contact for this role will be the IET’s CPD Product Owner and Administrator. Contact via email: cpd@theiet.org or telephone: +44(0)1438 767302.

Communications:
When undertaking this role you can expect to receive:

▪ Regular updates via email and/or a private group on the IET’s Engineering Communities platform from your point of contact.
▪ Requests to assess members’ CPD records (up to 30 per year).
▪ Volunteer Update newsletter

Resources:
The following resources are available to support this role:

▪ Engineering Communities
▪ Career Manager
▪ Dedicated IET staff member for support and assistance
▪ 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:**

- CPD Advisors should have an active interest in the professional development of engineers and technologists. As part of this it would be expected that all nominated CPD Advisors support the aims of CPD monitoring and demonstrate this by submitting their own CPD Declarations and encouraging other members they interact with to do the same.

- CPD Advisors should be members of the IET (TMIET, MIET or Fellow) and an Engineering Council registered engineer (ICTech, EngTech, IEng or CEng). Wherever possible, they should have had experience in an active role on an IET committee or group, or as a professional registration advisor, assessor or interviewer. Selections will be made against the aim to have a broad coverage of experience across the IET sectors.

Date Updated: September 2019

*Notes: Information about the IET's CPD Policy can be found at: [www.theiet.org/cpd](http://www.theiet.org/cpd)*

IET Professional Development on Engineering Communities provides access to the latest news, resources, discussions and blog posts from the IET. Please join us: [www.theiet.org/pd-community](http://www.theiet.org/pd-community)