Academic Accréditator

Primary Focus:

The IET Team of Academic Accréditators are senior academics or industrialists who give their time voluntarily to the IET and provide the expertise that allows the IET to conduct credible reviews of undergraduate and postgraduate programmes submitted for accreditation.

Main duties and responsibilities:

On visiting a University or College to consider programmes for accreditation you will be required to:

- Work through the Accreditation Database and Management Systems (ADAMS)
- Represent the IET and the Professionally Registered engineering community.
- Gather evidence in order to make an objective judgment and to help form a consensus view.
- Present these judgments in a measured and constructive way.
- Operate in a spirit of partnership with the organisation seeking accreditation.
- Identify areas of good practice and innovation.
- Communicate shortfalls against the accreditation criteria directly and constructively during the visit and in the visit report.
- Keep evidence supplied in support of an application for accreditation confidential.
- Advise of potential conflicts of interest before agreeing to participate in a visit.
- Be adequately prepared for a visit by reading the submission in advance and, where necessary, taking part in email discussions, forums or conference calls.
- Keep to the agreed timetable during the visit.
- Deal with inter-panel disagreements privately and respectfully via the Visit Panel Chair.
- Adhere to equality and diversity legislation.

Appointment method:

- Complete application form
- Applications are then considered by the Academic Accreditation Committee (or a delegated subset).

Period of appointment:

- Accréditators are expected to serve a minimum of three years in the role.
- Visit Panel Chairs are appointed for three years and then subject to annual renewal.

Commitment required by the activity:

- Year one: Attend training (1 day) and observe two visits (2 x 2 days).
- Subsequent years: Attend training (1 day). Attend at least one visit. A visit also involves a one to two day for preparation in advance of the visit and a half day for report review following the visit.
Minimum commitment per year: 5 days (6 days in year one).

This role also involves travelling to UK and non-UK destinations. All travel, meals and accommodation expenses related to visits will be met.

Training

- All new accreditors will be required to attend a 1-day training event on the accreditation process and the use of ADAMS and observe 2 accreditation visits
- Training is also carried out on an annual basis for all accreditors

Point of contact:

The regular contact for this role will be Sarah Odong, Senior Accreditation Coordinator. Queries can be directed to SOdong@theiet.org

Communications:

When undertaking this role, you can expect to receive:

- Email containing updates from the Academic Accreditation Committee 3 times per year
- Annual request via email to volunteer for visits
- Notifications from ADAMS or otherwise pertaining to the accreditation activities you have volunteered for
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- ADAMS (Academic Database and Management System)
- IET Accreditation Guidance and Policy documents
- Dedicated IET staff member for support and assistance
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

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

- Data Protection Training Module

Other Policies and Guidance to support you in your role:

- Academic Accreditation Committee terms of reference
- Academic Accreditors must adhere to the IET’s data protection policy
- Academic Accreditation procedures
- IET academic accreditation policies
- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

**Person specification:**

Academic accreditors are expected to have experience in one or more of the following:

- External examining
- Course leader / programme director position or with a leading role in course management or design
- Members of institutional validation and/or review committee
- Quality assurance agency auditing

In addition, they will normally be registrants with appropriate knowledge and experience.

In addition, Visit Panel Chairs will:

- Normally be experienced and active accreditors with leadership capability and a demonstrable interest in, and commitment to, the accreditation process.
- Be able to lead teams and help them arrive at consensual, fair and unbiased decisions.
- Take a leading role in pre and post visit accreditation activity.
- Normally be Fellows of the IET.

Industrial representatives don’t need to meet the above criteria although they must have knowledge and experience of the Higher Education sector.

Date updated: January 2020