Professional Development Scheme Accreditation Assessor

Primary focus:

The aim of accreditation is to ascertain whether an organisation's professional development scheme provides the necessary training, development and experience to enable individuals to build a portfolio of evidence and demonstrate the required level of competence for professional registration. Assessors will work closely with IET Accreditation Staff and other Assessment Team members on accreditation visits to assess the standard and content of these Schemes.

Main duties and responsibilities:

▪ Participate in a minimum of two accreditation visits a year, including travelling to a company’s premises and an overnight stay when required;
▪ Support the visit process, contribute to written reports and are willing/able to accept sizeable electronic application material for pre-visit review;
▪ Expectation that they have access to the on-line discussion forum to review and approve monitoring plans;
▪ Opportunity to act as a member of the Professional Development Operations Committee;
▪ Adhere to the IET’s code of conduct for volunteers.

Appointment method:

▪ Potential assessors must submit an up to date CV to the accreditation department;
▪ Applications are considered by the Professional Development Operations Committee;
▪ Applicants must observe at least two accreditations visits prior to an invitation to join the Assessment Team.

Period of appointment:

No minimum period of appointment.

Training:

▪ Assessors will be invited to observe one Professional Development Operations Committee meeting and at least two full accreditation visits. In addition, one training session will be held for assessors every eighteen months;
▪ Assessors will be required to undertake mandatory online training modules covering topics including Data Protection and Equality & Diversity.

Point of Contact:

The regular contact for this role will be the Accreditation Department. Queries can be directed to employeraccreditation@theiet.org

Communications:

▪ Volunteer Update newsletter
Resource:

The following resource is available to support this role:

- Employer Accreditation Assessor Handbook
- 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:
  - Anti-bribery and Corruption Policy
  - Anti-slavery 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

- 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:

Assessors must be a member of the IET and be professionally registered as CEng or IEng. Assessors are also expected to have relevant experience, for example:

- Professional development scheme operation or management;
- Knowledge of professional development/professional registration (e.g. competency assessment);
- Advantageous to have IET volunteer experience in Professional Registration related activities.

Date Updated: January 2020