

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)

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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:

- 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
- [Other Policies and Guidance](#) to support you in your role:
 - 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:

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

Date Updated: August 2020