Industry Representative

Promote the IET and professional registration within companies.

Primary focus:

Industry representatives (IR) are Fellows and members who are interested in promoting the activities of the IET. The role of the IR is to act as a link between the IET and their organisation, promoting IET Membership and Professional Registration.

Main duties and responsibilities:

- Creating awareness and promoting IET membership and services.
- Encouraging members to gain Chartered Engineer, Incorporated Engineer, Engineering Technician or ICT Technician status within the IET.
- Encouraging members to transfer or apply for a higher category of membership if they are eligible.
- Encouraging members to register initial professional development through the Career Manager system.
- Providing literature, information, forms and advice on application completion
- Assisting candidates who are applying for professional registration
- To work with the regional development manager in organising professional registration activity within the company.
- Adhere to the IET’s data protection policy for volunteers.

Appointment method:

- Recommendation given to IET staff member.

Period of appointment:

- Fixed three-year term.
- May be renewed for another three-year term, and then on an annual basis.

Training:

- Newly appointed IRs attend an IET Professional Registration Advisor development workshop.
- Refresher training every three years.
- Attendance of annual Registration & Standards Conference.

Training materials and literature available on request

Point of Contact:

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

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

Resource:

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:

Industry representatives should be a member of the IET and ideally professionally registered.

Date Updated: August 2020