International Professional Registration Advisor

Primary focus:

International professional registration advisors (IPRAs) are appointed to cover a Local Network. They provide advice on professional registration to candidates and actively promote IET membership.

Main duties and responsibilities:

▪ To assist candidates to complete their applications and to present their case in a way that will assist the registration panel in their assessment. You may recommend that candidates send you a completed application form or CV.
▪ To give specialist advice, particularly when a candidate for professional registration has been unsuccessful. In such cases copies of the application form and where appropriate, the interview report, are made available to the IPRA.
▪ To nominate any local IET members who may be interested in assisting as interviewers, advisors or assessors for professional registration;
▪ To deal with queries from candidates mainly in the local network, but occasionally from adjacent networks or from applicants in your technical field, if specialised.
▪ Meet candidates face-to-face or correspond by telephone and email.
▪ Occasionally you may also be asked to act as a supporter for a candidate’s application. This will only be required if the applicant has not worked with, or not maintained contact with, other engineers. You would need to meet the applicant and be satisfied that the evidence available matches the competence requirements for registration. In acting as a supporter, the IPRA must be confident that they will be able to complete an inquiry form after the completed application form has been received by the IET. The applicant must be able to find a sponsor that has known him professionally.
▪ Adhere to the IET’s data protection policy for volunteers.

Appointment method:

▪ Nominations are received from existing assessors, 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:

▪ Fixed three-year term.
▪ Possible re-appointment for another three years, if appropriate.

Training:

▪ Once approved, attendance at a bespoke 3-day UK Conference.
▪ On line webinar training sessions.
▪ Mandatory refresher training every three years.

Point of Contact:

The regular contact for this role will be Registration & Standards Support Unit (RSSU). Queries can be directed to rssu@theiet.org
Communications:

- Applicants contact IPRAs via email through the “Find an Advisor” web link on the Professional Registration page of the IET website.
- Registration and Standards staff may contact you via email or telephone directly.
- 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:**

IPRAs should be members and ideally fellows of the IET and Engineering Council registered engineers. Wherever possible they have been involved in an active role on a committee or group, or as an interviewer, mentor or industry representative.

Date Updated: August 2020