**Professional Registration Advisor**

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

**Primary focus:**

PRAs are members with detailed knowledge of the requirements and routes to professional registration. They are able to review individual cases and advise on whether a candidate is ready to apply to the IET for professional registration. They will also be able to advise on the presentation aspect of making a formal application.

**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.
- To offer advice on the application process and Professional Review Interview.
- To give specialist advice, particularly when a candidate for professional registration has been unsuccessful or has been asked to provide additional information to support their application. In such cases copies of the application form and where appropriate, the interview report, are made available to the PRA.
- You will receive queries from candidates mainly in your own network, but occasionally from adjacent networks or in your technical field, if specialised.
- Meet a candidate 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, another engineer. 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 PRA 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.
- Support Local Network and Corporate Partner events providing advice and guidance on Professional Registration in 1-2-1 sessions.
- Adhere to the IET’s data protection policy for volunteers.

**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:**

- Fixed three-year term
- Possible reappointment for another three years, if appropriate.
Training:

- Once approved, attendance at a PRA development workshop.
- Mandatory refresher training every three years.
- Registration & Standards Annual conference.
- Option of attendance of registration group meeting.

Point of Contact:

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

Communications:

- Applicants contact PRAs 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:**

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

Date Updated: August 2020