Registration & Standards Committee (R&SC) Chair

Primary focus:

The role of the Chair is to provide leadership and facilitate effective performance of the Committee in accordance with the Terms of Reference.

Registration & Standards Committee (R&SC) has responsibility for supervision of the assessment of applications for Professional Registration and Fellowship, for the processes for the accreditation of apprenticeships, academic programmes and employer development schemes and approvals of qualifications on behalf of the Membership & Professional Development Board, and for the development and maintenance of the benchmark standards against which individuals and schemes are assessed.

Scope

The R&SC is responsible for the oversight of the processes for the:

(a)   recommendation of the award of CEng, IEng, EngTech and ICT*Tech* registration under licence of the Engineering Council.
(b)   Award of FIET.
(c)   Accreditation of Higher Education Programmes under licence of the Engineering Council.
(d)   Accreditation of Employer Professional Development schemes and Apprenticeships under licence of the Engineering Council.
(e)   Approval of qualifications under licence of the Engineering Council .
(f)   Approval of programmes of further learning or training for registration.
(g)   Approval of applicants in the category of specialist security advisor to the Register of Security Engineers and Specialists for existing CEng and IEng registrants.

Responsibilities

The R&SC is responsible for:

(a)   recommending to the Engineering Council successful applications for professional registration;
(b)   defining and upholding the standards of qualifications awarded by the IET;
(c)   developing case law and setting precedents to assist the assessment process;
(d)   monitoring and advising on all accreditation and approval activities related to registration;
(e)   integrating the volunteer activities contributing to registration;
(f)   approving guidelines used in assessing the competence of applicants for professional registration and other qualifications;
(g)   advising on guidance for applicants;
(h)   advising on the development and use of tools and methods to improve the experience for applicants for registration and Fellowship;
(i)   defining and implementing the appeals procedure;
(j)   implementing the IET's equality and diversity policy in respect to registration;
(k)   monitor, document and manage strategic and operational risk pertinent to its operation;
(l)   reporting to the Register for Security Engineers and Specialists (RSES) and the Institution of Civil Engineers (ICE) in respect of the category of specialist security adviser;
(m)   reporting to the Membership and Professional Development Board.

The Committee will deliver its responsibilities through the work of the Registration Group, Fellowship Policy Committee, the Academic Accreditation and Professional Development Operations Committees and the Assessment and Advisory Activities.

R&SC Chair Commitment:

- Three year term as Chair (sessions run October to September).
- Member of the [Membership and Professional Development Board (MPDB)](#) as Chair of one of its reporting Committees.
- To prepare for and lead four meetings of R&SC each session (approximately every two to three months) and otherwise as required.
- To attend four meetings of MPDB each session (approximately every two to three months) and otherwise as required. Members are expected to review the agenda and all supporting papers before each meeting.
- To act as an Adjudicator on Appeals panels for Professional Registration/Fellowship.
- To be prepared to 'sample' every registration Volunteer activity, i.e. Pre and Post Professional Review Interview assessments, Professional Review Interviews and Accreditation and approval visits.
- Engagement with all activities associated with the role.

R&SC Chair Specification:

- R&SC Chair shall be a Fellow, Member or Technician Member of the IET and an Engineering Council registered Engineer or Technician.
- R&SC Chair shall have had experience in an active role on an IET Committee or Group, or represent the interests, in a IET volunteer capacity, of one or more of:
  o Industry
  o Education Providers
  o Professional Development
  o Professional Registration Advisors*
  o Assessors, Moderators and Registrars*
  o Professional Review Interviewers*
  o Accreditation (Apprenticeships, Academic and Professional Development)*

* Must be up to date with training and signed up to all mandatory Policies.

Desired qualities and skills:

- Commitment.
- Be able to provide clear leadership and direction.
- Strong communication and interpersonal skills.
- Impartial, fair and objective
- Ability to ensure decisions are reached and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of committee members.
- Current or recent work place experience.

Appointment method:

- Call for applications via the R&S Engineering Community group, other groups and targeted email;
- Completed application form sent to Registration & Standards Support Unit (RSSU) rssu@theiet.org;
- Application forms will be reviewed by the Licensed Activities nominations group, comprising of the Chair of R&SC, Chair of PDAC, two co-opted experienced members of Committee/Groups relevant to R&SC activities and IET Senior Staff.
- The Licensed Activities nominations group will select and nominate appointment of the new R&SC Chair.
- Approval of appointment by Membership and Professional Development Board (MPDB).
- Following selection, the nominated R&SC Chair will be advised of their formal appointment.

- The appointed R&SC Chair will be invited to observe two meetings (23rd June, 29th September) of R&SC, shadowing the current Chair, before commencing their term.

Point of Contact:

The general point of contact for the role is RSSU: rssu@theiet.org

Policies and Procedures:

This role is supported by the following Engineering Council documents or IET policies and procedures:

- Engineering Council: The UK Standard for Professional Engineering Competence and Commitment (UK-SPEC);
- Engineering Council: Information and Communications Technician (ICT*Tech*): The Standard;
- Engineering Council: Registration Code of Practice (RCoP);
- Engineering Council: Accreditation and Approval of Qualifications and Apprenticeships (AAQA);
- Engineering Council: Accreditation of Higher Education Programmes (AHEP);
- Policies and procedures for processing of all applications as regulated by Registration & Standards Committee (R&SC).

IET Policies and Code requiring mandatory online sign-up:
- [Anti-slavery Policy](#)
- [Anti-bribery and Corruption 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](#)

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures

Application form for Registration & Standards Committee Chair Role

The Institution of Engineering and Technology

Application Guidance:

- Before completing this form ensure you have read the Registration & Standards Committee Chair role descriptor.
- The fields on this form are restricted and will not extend. Attachments will not be accepted/reviewed.
- Completed forms to be submitted by email to: rssu@theiet.org

Name	

Membership Number		Registration / Membership Category (e.g. IEng FIET etc.)	

Why do you want to volunteer for this role?

Please confirm you have signed up to all mandatory policies:

Describe any skills and experience that may be pertinent to the role?

Provide a brief career summary, including areas of expertise and current job role (if applicable):

What are your current Volunteer role(s) and/or activities (IET or otherwise – please state)?

Please confirm that you can meet the commitment requirements (detailed in the role descriptor), to the best of your knowledge, for the duration of proposed tenure:

Registration and Standards Committee - Skills Pro Forma

Please put '1' in the relevant cell to indicate you are fully knowledgeable / experienced and '0.5' to indicate if you have some knowledge / experience.	
GENERAL	
Policy development relating to registration	
Policy development relating to Fellowship	
Committee chairing	
Committee membership	
Understanding of international engineer and technologist education and training	
Understanding of international engineer and technologist professional recognition	
Understanding of the international engineering and technology industry	
Experience in project/programme management	
Chairing skills	
Knowledge of Diversity	
SPECIALIST	
Engaged in the training and development of engineers	
Knowledge of the Skills agendas of Governments (UK & overseas)	
Wide knowledge of exemplifying qualifications for Technicians	
Equality and diversity knowledge	
Ethical knowledge	
Experience of individual assessment or appraisal of engineers or technicians	
Knowledge of SMEs in relation to training and development of engineers	
Knowledge of the IET's membership and registration processes and the needs of IET's members in these areas	
Expertise within the Military, MOD, Civil Service Industry Sectors (Panel A)	
Expertise within the Computing Software, ICT Industry Sectors (Panel B)	
Expertise within the Electronics, Control, Semiconductor Industry Sectors (Panel C)	
Expertise within the Telecoms, Broadcasting, Railway Signalling Industry Sectors (Panel D)	
Expertise within the Education and Academia Sectors (Panel E)	
Expertise within the Power, Supply, Traction Industry Sectors (Panel F)	
Expertise within the Building Services Industry Sector (Panel G)	
Expertise within the Manufacturing & Production Industry Sectors (Panel H)	
Experience of ICTTech assessment	

Experience of EngTech assessment	
Experience of IEng assessment	
Experience of CEng assessment	
Experience of CITP	
Experience of accrediting degree courses suitable as UK-SPEC exemplifying qualifications	
Experience of working in emerging markets (particularly India & China)	
Experience of being an Academic or Corporate Partner	
Experience of managing professional development schemes	
Experience of managing apprenticeships	
Experience in Company accreditation	
DESIRABLE	
Legal	
Awareness of young persons issues	
R&SC COMPOSITION	
FIET	
Registered CEng	
Registered IEng	
Registered EngTech	
Registered ICTTech	