

ICTTech Assessor

ICTTech assessors serve on a panel to assess applications for ICTTech registration against the Engineering Council (EngC) Information and Communications Technology Technician (ICTTech): The Standard.

Primary focus:

To serve on a panel, usually made up of two assessors, and one Registrar, to evaluate applications for ICTTech registration. The panel considers a written submission from the candidate which they use to decide whether the application should be approved for registration or if additional assessment is necessary. The ICTTech standard is ICT practitioner based (not ICT user based) and is concerned with the exercise of ICT practitioner skills at ICT Technician level.

Main duties and responsibilities:

- The role of the assessor is to identify whether the applicant has applied for the correct category of registration, and to assess deficits in experience or underpinning knowledge and understanding.
- The assessor is asked to give an expert judgement on the competence and underpinning knowledge and understanding of the candidate, as revealed by the written submission.
- Deficiencies in the application should be identified, with reference to the relevant Engineering Council learning outcomes, competence and commitment statements and, where appropriate, suggestions should be made as to how these can be rectified.
- The panel takes into consideration all the available information: the application form, the reports from the candidate's supporters, to reach a decision on whether to accept, decline or undertake further assessment of the candidate.
- In the event of disagreement between the panel, the final decision rests with the Registrar.

General:

- The assessment registration 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 Registrar and two or three assessors;
- For any particular applicant, to form the panel, the registration co-ordinator will identify an appropriate Registrar and team of assessors, as best-fit for the particular purpose and reasonableness of demand on the time of those involved.

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 of the registration group, registration and standards committee and fellowship committee and approved if agreed.

Period of appointment:

- Initial three-year term;
- Possible reappointment for another three years, if appropriate.

Training:

- Once approved attendance at a Technician Assessor workshop.
- Mandatory refresher training every three years.
- Attendance at annual Registration & Standards Conference.

Point of Contact:

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

Communications:

- When undertaking this role, you can expect to receive requests to review such submissions as are applicable to your area of expertise.
- 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:

Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies upon engagement; this activity is undertaken through an online learning environment.

[Online sign-up to Policies and Code of Conduct:](#)

- Anti-bribery and Corruption Policy
- Anti-facilitation of Tax Evasion Policy
- Anti-slavery Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy
- Volunteer Code of Conduct

[Other policies and guidance](#) are also provided to enable you to undertake your volunteering role.

Person specification:

An *ICTTech* Assessor must be an IET member and will be an Engineering Council professionally registered engineer; with up to date working knowledge of the IT/ICT sector, relevant disciplines and current technology pertaining to technicians working in this field.

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