

Registration Assessor

Primary focus:

Serves on panels to evaluate applications for professional registration.

Pre-PRI Assessment:

To serve on a panel, usually made up of two Assessors and one Moderator, to evaluate applications for professional registration. The panel considers a written submission from the candidate which they use to decide whether the application should proceed to the professional review interview stage.

Post PRI-Assessment:

The role of the Assessor is to review all evidence provided at the previous stages of the registration process, then to use expert judgment to arrive at a reasoned view on whether the applicant should be registered.

Main duties and responsibilities:

Pre-PRI Assessment:

- The role of the Assessor is to identify whether the applicant has applied for the correct category of registration, and to assess experience and underpinning knowledge and understanding.
- The Assessor is asked to give an expert judgment on the competence and commitment and underpinning knowledge and understanding (UK&U) 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 and competence statement, and, where appropriate, suggestions should be made as to how these can be rectified.
- Adhere to the IET's data protection policy for volunteers.

Post-PRI Assessment:

- The Assessor operates as a member of a panel.
- The purpose of the Post-PRI Panel is to assess whether the process has been rigorously and fairly applied.
- The panel takes into consideration: the application form, the reports from the candidate's supporters, the interviewers' recommendation and any further information demonstrated to be relevant to the case.
- The panel should aim to achieve a consensus on the merits of the application, but in the event of disagreement the final decision rests with the Registrar.
- Adhere to the IET's data protection policy for volunteers.

General:

- The 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 coordinator will identify an appropriate moderator/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 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:

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

Training:

- Once approved, attendance at an Assessor Development workshop.
- Mandatory refresher training every three years.
- Registration & Standards Annual 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.

Resources:

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:

A Registration Assessor must be an IET member and will be an Engineering Council professionally registered engineer.

Date Updated: May 2022