

<b>Volunteering role</b>	<b>Registration Assessor</b>
<b>Role synopsis and primary focus</b>	As a Registration Assessor you'll be assessing applicants, as part of the professional review process for Chartered Engineer (CEng) and Incorporated Engineer (IEng).
<b>Person requirements</b>	You'll need to be an IET member and professionally registered with the Engineering Council as either CEng or IEng.
<b>What you can gain from this role</b>	<ul style="list-style-type: none"> <li>□ Further develop your teamwork and communication skills.</li> <li>□ Positively contributing to the careers and development of other engineers.</li> <li>□ Meet people from different sectors and industries, helping you to build your network and keep up to date in the engineering and technology environment.</li> <li>□ Volunteering contributes towards your CPD and can be logged as part of your CPD activities.</li> </ul>

<b>Main duties and responsibilities</b>	<p>There are two reviews of documentary evidence as part of the Professional Review Process.</p> <p>You'll serve on a panel:</p> <p><b>Pre-Professional Review Interview (PRI) Assessment</b> (usually two Assessors and one Moderator), you'll:</p> <ul style="list-style-type: none"> <li>□ Review the documentary evidence (which may be more than the application).</li> <li>□ Advise the Moderator of their assessment of the written evidence, using judgement based on expert knowledge of the applicant's industry and UK- SPEC.</li> <li>□ Hear and understand the opinions of the other Assessors and assist the Moderator with consensus when necessary.</li> <li>□ Where an applicant's qualification is not a UK-SPEC recognised qualification, or clear equivalent, consider how the evidence demonstrates the applicant's Underpinning Knowledge and Understanding (UK&amp;U) required for the category they are applying for.</li> <li>□ Identify and recommend any additional evidence required to support the application.</li> </ul> <p><b>Post-Professional Review Interview (PRI) Assessment</b> (usually one Assessors and one registrar), you'll:</p> <ul style="list-style-type: none"> <li>□ Review the documentary evidence.</li> <li>□ Consider if process has been fair and rigorous (where required ask Registrar to seek clarification on Interviewer Comments) □ Make final decision on application.</li> </ul> <p><b>General</b></p> <p>Registration Assessor's must adhere to the IET's data protection policy throughout all processes.</p>
	<p>The panels are not standing committees; they are formed as necessary for the purpose of dealing with a particular case.</p>
<b>How this role supports our vision and mission</b>	<p>Registration Assessors Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences.</p> <p>This role is inspiring the next generation of engineers and technicians.</p> <p>It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.</p>
<b>Period of appointment</b>	<p>Appointment is continuous, as long as the required training remains up to date.</p>

<b>Time Commitment</b>	<p>To ensure currency in the role, you will need to commit to a minimum of five days assessing activity per year.</p> <p>You'll also need to attend an initial training session and then a revalidation session every three years.</p>
<b>Appointment method</b>	<p>Complete and submit the <a href="#">Volunteer Form</a>. Once your form has been reviewed you will receive confirmation of your appointment, along with the relevant next steps.</p>

<b>Induction</b>	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> <li>• All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.</li> <li>• Volunteers' Handbook</li> <li>• Access to IET EngX® online volunteering community</li> <li>• Other volunteer policies and guidance are provided on IET EngX®</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>□ Attendance at a Registration Assessor training session</li> <li>□ Mandatory revalidation training every three years.</li> </ul>
<b>Point of contact</b>	<p>The regular contact for this role will be the Volunteering, Training and Development team</p> <p>Initial enquires about applying for the role can be directed to <a href="mailto:volunteer@theiet.org">volunteer@theiet.org</a></p>

*Registration Assessor*

*Updated: June 2025*