IET The Institution of Engineering and Technology

Volunteering role	Professional Registration Advisor
Role synopsis and primary focus	You'll be advising individuals seeking professional registration on the Engineering Council's Register of Engineers and Technicians through the IET.
Person requirements	You'll need to be an IET Member and professionally registered with the Engineering Council.
What you can gain from this role	▪ Further develop your teamwork and communication skills. ▪ Positively contributing to the careers and development of other engineers and technicians. ▪ Meet people from different sectors and industries, helping you to build your network and keep up-to-date in the engineering and technology environment. ▪ Volunteering contributes towards your CPD and can be logged as part of your CPD activities.
Main duties and responsibilities	The primary responsibility of a Professional Registration Advisor (PRA) is to provide advice and guidance to individuals seeking professional registration on the Engineering Council's Register of Engineers and Technicians through the IET. The role of the PRA includes: ▪ Advising applicants working towards registration. ▪ Advising applicants applying for registration. ▪ Advising applicants who have been requested to provide additional information. ▪ Advising applicants attending their Professional Registration interview. ▪ Advising applicants declined for registration, which may include advice about appealing the decision.
How this role supports our vision and mission	Professional Registration Advisors Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences. This role is inspiring the next generation of engineers and technicians. It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.
Period of appointment	Appointment is continuous, as long as the required training remains up to date.
Time Commitment	To ensure currency in the role, you will need to commit to a minimum of two days professional registration activity per year. You'll also need to attend an initial training session and then a revalidation session every three years.
Appointment method	Complete the Volunteer Form and submit to Registration & Standards Support Unit. Once your form has been reviewed you will receive confirmation of your appointment, along with the relevant next steps.

Induction	Upon engagement you will be provided with: • 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. • Volunteers' Handbook • Access to IET EngX® online volunteering community • Other volunteer policies and guidance are provided on IET EngX®
Training	▪ Attendance at a PRA training session, once approved in the role. ▪ Mandatory revalidation training every three years. ▪ Attendance at Registration & Standards Annual conference.
Point of contact	IET staff Registration & Standards Support Unit (RSSU) rssu@theiet.org