

## **Registration & Standards Committee (R&SC) Member**

### **Chair statement:**

- We are building an inclusive culture that inspires, engages and celebrates the diversity of our members and the wider engineering and technology community.
- We expect R&SC to be an inclusive and diverse Committee, reflecting the diversity of IET membership. As R&SC Chair I welcome applications from all people from all backgrounds, particularly from under represented groups and IET Members who hold EngTech, ICTTech and IEng Registration status.

### **Primary focus:**

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 ICTTech 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 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.

### **Commitment**

- Members serve a three year term (sessions run October to September).
- Four meetings are held each session (year running October to September, approximately every two to three months, three virtual, one hybrid) and otherwise as required.
- Members are expected to attend at least three meetings of each session, all four is preferable (the Committee may review a Member's position if they miss three consecutive meetings).
- Members are expected to review the agenda and all supporting papers before each meeting.
- Members are expected to actively participate in meetings and activities between meetings, including communicating Committee matters via the R&S EngX group.
- Members should be prepared to 'sample' other Professional Recognition Volunteer activity, i.e. Pre and Post Professional Review Interview assessments, Professional Review Interviews and Accreditation visits.
- Engagement with all activities associated with the role

### **Member specification:**

- R&SC Members shall be Fellows, Members or Technician Members of the IET and an Engineering Council registered Engineer or Technician.
- R&SC Members 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:
  - Industry
  - Education Providers
  - Professional Development
  - Professional Registration Advisors\*
  - Assessors, Moderators and Registrars\*
  - Professional Review Interviewers\*
  - Accreditation (Apprenticeships, Academic and Professional Development)\*
- R&SC Members should ideally be comfortable presenting material, such as co-facilitating Professional Registration volunteer training with staff

\* Must be up to date with role specific training

### **Appointment method:**

- Call for applications via the EngX R&S group, and targeted email;
- Complete online application form.
- Application forms will be reviewed by a panel, comprising of the Chair and Vice Chair of R&SC and IET Senior Staff;
- Shortlisted applicants may be invited to provide further information to the Chair and Vice Chair of R&SC and IET Senior Staff.
- The Chair and Vice Chair of R&SC will nominate and approve appointment of R&SC Members;
- Following selection, nominated Committee Members will be advised of their formal appointment.

**Point of Contact:**

The general point of contact for all roles is The Volunteer team [volunteer@theiet.org](mailto:volunteer@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: Regulations for Registration (RfR)
- 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).