

Volunteering role	Professional Review Interviewer
Role synopsis and primary focus	You'll be interviewing applicants, as part of the professional review process for Chartered Engineer (CEng) and Incorporated Engineer (IEng).
Person requirements	You'll need to be an IET Member and professionally registered with the Engineering Council as either CEng or IEng.
What you can gain from this role	<ul style="list-style-type: none"> ▪ Further develop your teamwork and communication skills. ▪ Positively contributing to the careers and development of other engineers. ▪ 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	<ul style="list-style-type: none"> ▪ Interviewing applicants applying for CEng and IEng professional registration. ▪ Interviews are held virtually or in-person. ▪ Drawing out information from the applicant to verify the contents of their application form and that they have attained the range of competences at a level appropriate to the type of registration for which they have applied. ▪ To validate the competence and commitment of the applicant in a transparent, objective and auditable manner. ▪ Completing a post-interview online Interview Report Form indicating the threshold demonstrated by the applicant and providing justifying comments for each threshold statement. ▪ Reaching, with your co-interviewer, a recommendation on whether the applicant has met the competences required for the category of registration applied for. ▪ Adhering to the IET's data protection policy for volunteers.
How this role supports our vision and mission	<p>Professional Review Interviewers Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences</p> <p>This role is inspiring the next generation of engineers.</p> <p>It's supporting our Engineering Excellence theme by playing a key role in supporting our members to gain registration.</p>
Period of appointment	Appointment is continuous, as long as the required training remains up to date.

Time Commitment	<p>To ensure currency in the role, you will need to commit to a minimum of five days interviewing activity per year.</p> <p>You'll also need to attend an initial training session, followed by observing two interviews, and then a revalidation session every three years.</p>
Appointment method	Complete and submit the Volunteer Form . Once your form has been reviewed you will receive confirmation of your appointment, along with the relevant next steps.
Induction	<p>Upon approval you will be provided with:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ▪ Attendance at a Professional Review Interviewer training session, once approved in the role. ▪ Participation as an observer at two live interviews with IET approved interviewers. ▪ Mandatory revalidation training every three years.
Point of contact	<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 volunteer@theiet.org</p>

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