

<b>Volunteering role</b>	<b>Continuing Professional Development (CPD) Advisor</b>
<b>Role synopsis and primary focus</b>	<p>Continuing Professional Development (CPD) Advisors are professionally registered IET members with detailed knowledge of IET's CPD Policy.</p> <p>As a CPD Advisor you will have an active interest in the professional development of engineers and technicians. As part of this it would be expected that all nominated CPD Advisors support the aims of CPD Policy and demonstrate this by submitting their own CPD Declarations and encouraging other members they interact with to do the same.</p> <p>You'll be able to review individual members' CPD records and assess whether they are demonstrating professionalism by maintaining competence and undertaking professional development activities.</p> <p>As a CPD Advisor you'll also be able to provide constructive feedback.</p>
<b>Person requirements</b>	<ul style="list-style-type: none"> <li>• A member of the IET</li> <li>• Professionally registered with the Engineering Council as an EngTech, ICTTech, IEng or CEng</li> <li>• Compliance with IET Volunteer Policies.</li> <li>• Ideally, experience in an active role on an IET committee or group, or as a Professional Registration Advisor, Assessor, or Interviewer.</li> <li>• Ideally, a broad coverage of experience across the IET sectors.</li> </ul>
<b>What you can gain from this role</b>	<p>This role can help you improve and reflect on your own professional development, become better at providing feedback and guiding others, provide an opportunity for networking and collaboration.</p>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Keep up to date with the requirements of the IET's CPD Policy and attend training sessions at least every three years in line with other licensed activity roles.</li> <li>• Commit to undertaking up to 30 reviews per year (approximately 3-5 per month). Reviews involve looking at individual members' development plans and CPD activity records, and making a judgement as to whether the member has met the requirements of the CPD Policy.</li> <li>• Provide constructive, tailored, feedback comments (written) to each member reviewed. This is especially important in cases where a member has not met the requirements, to provide explanation of the areas where improvements can be made.</li> <li>• Participate in discussions with other CPD Advisors, as required.</li> <li>• Provide relevant feedback and help to capture lessons learned about the review process to IET staff to help ensure high standards and maintain consistency.</li> <li>• Adhere to the IET's policies for volunteers.</li> </ul>
<b>How this role supports our vision and mission</b>	<p>Encourages members to demonstrate Engineering Excellence through professional development.</p>
<b>Period of appointment</b>	<p>Ongoing appointment to be reviewed annually.</p>
<b>Time Commitment</b>	<p>Approximately 30 hours per year (approximately 3 hours per month), depending on the number of CPD records to be reviewed.</p>

<b>Appointment method</b>	<p>Expressions of interest in the role can be sent to: <a href="mailto:cpd@theiet.org">cpd@theiet.org</a></p> <p>Following approval, applicants will be advised of the outcome and scheduled to attend compliance training.</p>
<b>Induction</b>	<p>Applicants 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. Other policies and guidance documents are also provided to enable you to undertake your volunteering role.</p>
<b>Training</b>	<p>Upon completion of the compliance training, role-specific training will be provided as well as further updates as and when required (Career Manager updates, review process changes etc.)</p>
<b>Point of contact</b>	<p>The regular contact for this role will be the CPD team:          Queries can be directed to: <a href="mailto:cpd@theiet.org">cpd@theiet.org</a></p>

Date Updated: Approved October 2024