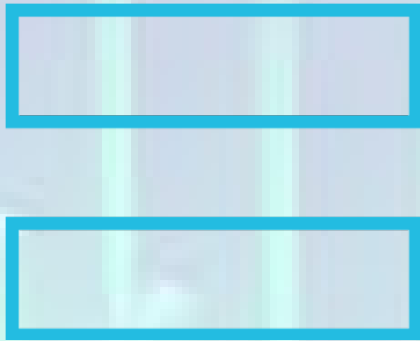




Engineering a better world together

Volunteer role description

Continuing Professional Development (CPD) Reviewer

Online

Approximately 3 hours per month

Professional development

Purpose of the role

As a CPD Reviewer 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 Reviewers 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.

You will have a detailed knowledge of IET's CPD Policy and be able to review individual members' CPD records, determining whether they are demonstrating professionalism by maintaining competence and undertaking professional development activities. As a CPD Reviewer you'll also be able to provide constructive feedback.

What you can gain from this role

- Improve and reflect on your own professional development.
- Become better at providing feedback and guiding others.
- Expand your professional network through collaboration.

Main duties and responsibilities

- 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.
- Commit to undertaking up to 30 reviews per year. 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.
- 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.
- Participate in discussions with other CPD Reviewers, as required.
- Provide relevant feedback and help to capture lessons learned about the review process to IET staff to help ensure high standards and maintain consistency.
- Adhere to the IET's policies for volunteers.

Person requirements

For this role, you will need to be an IET Member and professionally registered with the Engineering Council as either CEng, IEng, EngTech or ICTTech, with experience in the following:

- Ideally have experience across the IET sectors and/or experience in an active role on an IET committee or group, or as a Professional Registration Advisor, Assessor or Interviewer.

How this role supports our vision and mission

In this role you will Inspire, Inform and Influence our audiences, by:

- Inspiring other engineers and technicians to continuously maintain and develop their competence
- Informing other members about the variety of learning opportunities as well as best practice
- Influencing how they perceive and approach their CPD

Our five behaviours

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Time commitment

You will need to commit up to 30 hours per year, depending on the number of CPD records to be reviewed (the first 7 months of a calendar year tend to be busier than the rest of the year).

Period of role

Appointment as a CPD Reviewer is continuous, as long as active membership and registration status are retained, and the required training remains up to date.

Induction and training

Upon taking on the role, you will be provided with:

- Volunteers' Handbook and role certificate.
- Access to IET EngX® online volunteering community.
- Access to volunteer policies and guidance provided on IET EngX®.

All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies and complete Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.

Your training will cover:

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.)

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training.

Supported by

The regular contact for this role will be the Fellowship & Compliance team and can be reached through email at cpd@theiet.org.

For general assistance in your role, you can reach us by emailing volunteer@theiet.org.

Method of application

Complete and submit the short [Register your Interest in Volunteering](#) form and select this role in the listed options to apply.

Once your application has been reviewed you will receive confirmation and next steps to complete your training before starting in your new role.

The IET welcome volunteers from all backgrounds and want to ensure everyone feels supported with access to equal opportunities. Let us know what you need to help you thrive in a volunteering role with us and we'll do our best to accommodate your needs.

Thank you for considering volunteering with the IET and supporting our mission to engineer a better world, together.

Document control

Authorised by Job Title	Date
Volunteering Experience Manager	[09.2026]
CPD & Quality Assurance Manager	[09.2026]