

## **Registration Group (RG) Member – Role Descriptor**

### **Chair statement:**

- RG oversees the effective working of the Registration application process within the IET. Members represent all registration categories and there is a commitment to observing, checking and progressing issues that arise within the Registration process, including regular periodic audits of past applications (minimum four audits per year but potentially supplemented by ad hoc audits to address specific issues that may arise).
- Present challenges for RG include preparation for the next Engineering Council license review, the impact of the future update to UKSPEC and the effect of the use of AI.
- In addition to four all day quarterly meetings each year including preparation for these meetings, RG members are expected and required to contribute to ongoing RG workload that arises between these meetings. This day to day RG workload includes ad hoc RG referrals as well as RG work stream items including a 'portfolio' of other pieces of work and projects which RG Volunteer Members will be expected to work on according to the overall portfolio plan.
- Registration Group Volunteer members represent all roles associated with registration as well as having backgrounds across industry, academia, the armed forces, etc. What can you bring to an extremely rewarding role on RG?

Registration Group (RG) holds the operational responsibility for the assessment of applications for registration on behalf of the Registration and Standards Committee (R&SC), which in turn holds the delegated authority from the Membership and Professional Development Board (MPDB), and the maintenance of the benchmark standards against which individuals are assessed.

### **Scope**

Award of CEng, IEng, EngTech and ICTTech registration

### **Responsibilities of RG:**

The Registration Group has delegated responsibility from the Registration and Standards Committee for:

- (a) Recommending of the award, under licence from the Engineering Council, successful applications for professional registration;
- (b) contributing to defining and upholding of the standards of qualifications awarded by the IET;
- (c) contributing to the development of case law and setting precedents to assist the assessment process;
- (d) contributing to the development of volunteer activities associated with registration;
- (e) contributing to the development of processes and guidelines used in assessing the competence of applicants for professional registration and other qualifications;
- (f) contributing to the development of advice and guidance for applicants;

- (g) contributing to the development and use of processes to improve the registration experience for applicants;
- (h) auditing a sample of registration applications to monitor process compliance and consistency between panels;
- (i) implementing the IET's equality and diversity policy within the scope of the registration process;
- (j) reporting to Registration and Standards Committee.

### **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 Members 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 a quarterly audit of professional registration applications and communicating Committee matters via the R&S EngX group.
- Engagement with all activities associated with the role

### **Member specification:**

- RG Members shall be Fellows, Members or Technician Members of the IET and an Engineering Council registered Engineer or Technician.
- RG 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)\*
- RG 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 RG and IET Senior Staff;
- Shortlisted applicants may be invited to provide further information to the Chair and Vice Chair of RG and IET Senior Staff.
- The Chair and Vice Chair of RG will nominate and approve appointment of RG 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).