

| Volunteering role | Industry Representative |
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| Role synopsis and primary focus | The role of the Industry Representative (IR) is to act as a link between the IET and their organisation, promoting both IET membership and professional registration. |
| Person requirements | You'll need to be an IET Member and professionally registered with the Engineering Council. |
| 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 and technicians. ▪ 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"> ▪ Creating awareness and promoting IET membership and professional registration. ▪ Working with the IET Corporate Account Manager to organise professional registration activity within the company. ▪ Encouraging colleagues to gain professional registration with the Engineering Council, through the IET. ▪ Assisting applicants who are applying for professional registration. ▪ Adhering to the IET's data protection policy for volunteers |
| How this role supports our vision and mission | <p>Professional Registration Industry Representatives Inspire, Inform and Influence our Practitioner, Academia, Industry and Society audiences.</p> <p>This role is inspiring the next generation of engineers and technicians.</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 whilst representing your organisation and 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 professional registration activity per year.</p> <p>You'll also need to attend an initial training session 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. |

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| Induction | <p>Upon engagement 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. |
| | <ul style="list-style-type: none"> • 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 PRA training session, once approved in the role. ▪ 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> |

Professional Registration Industry Representative

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