

Career Manager

# Quick Guide

**Including your Assessment  
Summary Report to your  
Professional Registration  
Application**

# How to submit your assessment summary along with your a professional registration application in Career Manager

This guide will show you how to include your Professional Registration competence assessment summary along with your professional registration application as additional evidence.

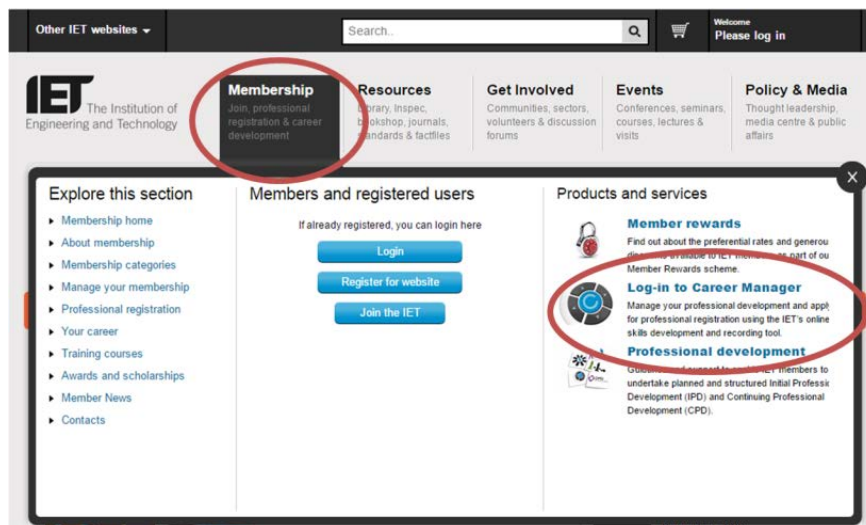
*Please note: Your Professional Registration Assessment Summary acts only as optional further evidence to support your application; you are still required to complete all elements of the application form including a detailed employment history. If you do not complete all areas of your application this may be returned to you to provide additional experience.*

If you have not completed a Professional Registration competence assessment but would like to include one as additional evidence, please read the **Quick Guide for Competence Assessments** which can be found at: [www.theiet.org/cmquickguides](http://www.theiet.org/cmquickguides)

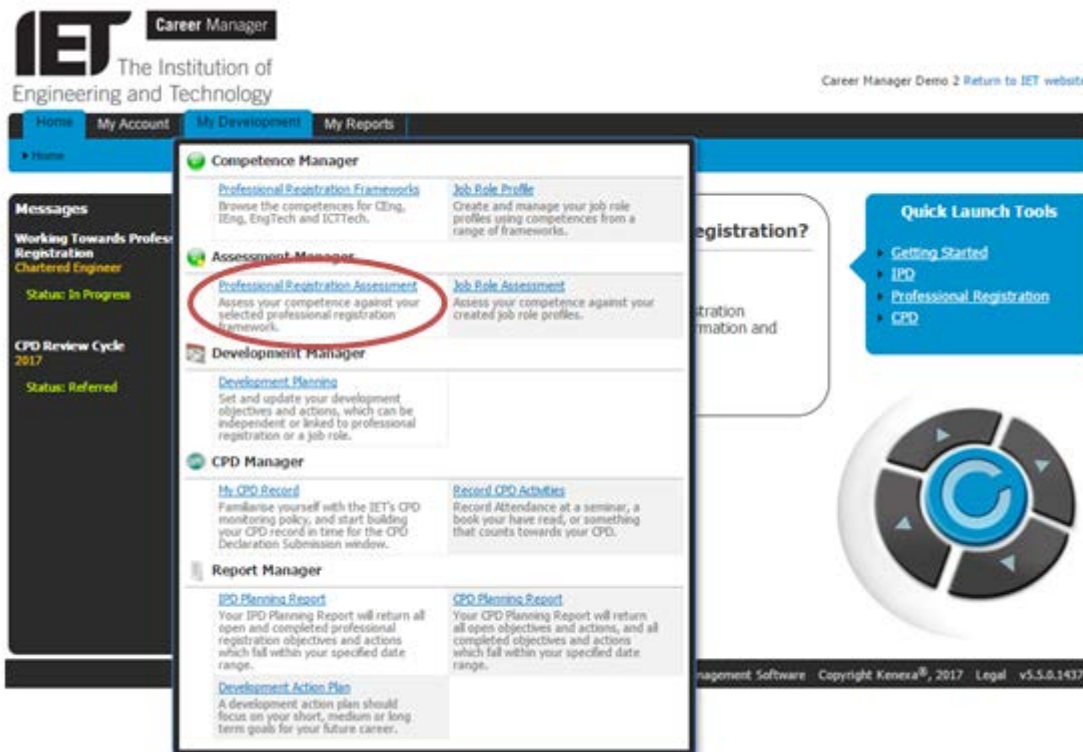
## Accessing and Verifying your assessment

All IET members have access to Career Manager, our online professional development planning and recording tool.

1. Visit and log-in to the IET website at [www.theiet.org/careermanager](http://www.theiet.org/careermanager) Career Manager can be accessed via the membership tab.



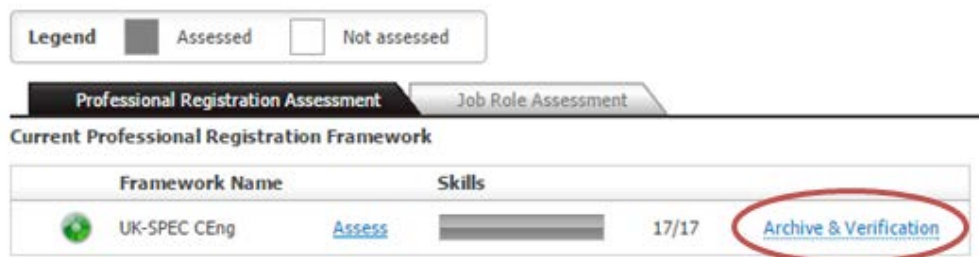
2. Select **My Development > Assessment Manager > Professional Registration Assessment**



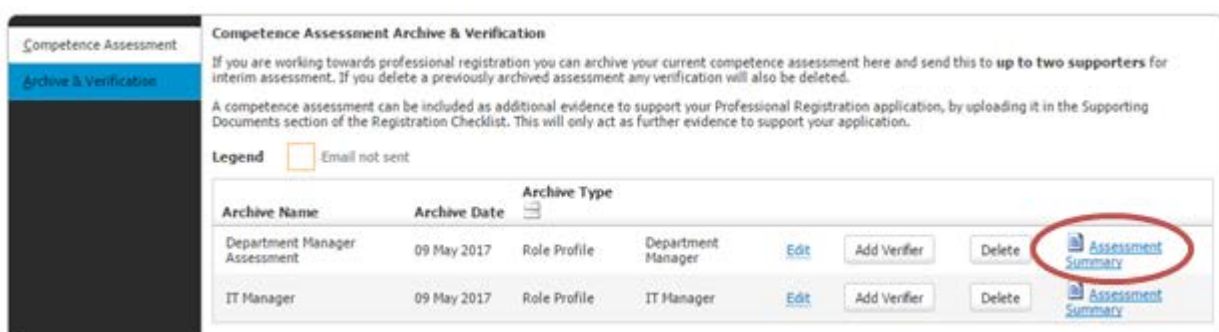
**TIP:** Alternatively you can select 'IPD' from the Quick Launch Tools and select 'Assess my competence for Professional Registration.'

**TIP:** You need to ensure your assessment is verified by at least one of your supporters within four weeks of the date you are planning to submit your application.

3. Select **'Archive & Verification'** under your **'Current Professional Registration Framework.'** This will take a snapshot of your assessment and enable you to keep a copy in your archives.



4. Once you have archived your assessment, select the **'Archive and Verification'** tab (left) to access your archives. This section will allow you to add up to two verifiers and to view and export your **'Assessment Summary.'**



- Select **'Add Verifier'** and enter the name of your verifier along with their email address.  
*Repeat this action if you wish to add an additional verifier.*

Archive Name	Archive Date	Archive Type					
Department Manager Assessment	09 May 2017	Role Profile	Department Manager	<a href="#">Edit</a>	<b>Add Verifier</b>	<input type="button" value="Delete"/>	<a href="#">Assessment Summary</a>
IT Manager	09 May 2017	Role Profile	IT Manager	<a href="#">Edit</a>	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	<a href="#">Assessment Summary</a>

✕

### Add Verifier

**Verifier Name**

Organisation

Job Title

**Email Address**

- Once your verifiers are added you will be able to generate a guest ticket to allow them access to your competence assessment, where they can provide their verification.

Archive Name	Archive Date	Archive Type					
Department Manager Assessment	09 May 2017	Role Profile	Department Manager	<a href="#">Edit</a>	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	<a href="#">Assessment Summary</a>
<b>Verifier Name</b>		<b>Verification Date</b>					
Test				<a href="#">Edit</a>	<b>Generate Guest Ticket</b>	<input type="button" value="Remove"/>	

- Once your assessment has been verified, you can export a pdf copy of your assessment summary report by selecting the **'Assessment Summary Report'** hyperlink.  
Save this to your local drive ready to upload into your supporting documents for your application.

**Competence Assessment Archive & Verification**

If you are working towards professional registration you can archive your current competence assessment here and send this to **up to two supporters** for interim assessment. If you delete a previously archived assessment any verification will also be deleted.

A competence assessment can be included as additional evidence to support your Professional Registration application, by uploading it in the Supporting Documents section of the Registration Checklist. This will only act as further evidence to support your application.

**Legend**  Email not sent

Archive Name	Archive Date	Archive Type					
Department Manager Assessment	09 May 2017	Role Profile	Department Manager	<a href="#">Edit</a>	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	<b><a href="#">Assessment Summary</a></b>
IT Manager	09 May 2017	Role Profile	IT Manager	<a href="#">Edit</a>	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	<a href="#">Assessment Summary</a>

## Uploading your Assessment Summary to your Supporting Documents

This section will show you how to upload your Assessment Summary Report to your supporting documents to provide additional evidence of your competences along with your application.

1. Select **'Professional Registration'** from the Quick Launch Tool to the right of the home page which displays a list of various professional registration options and select **'Upload Documents to support my application.'**
2. We strongly recommend that you read the [Supporting Documents Guidance](#) prior to uploading any documents in this section.
3. Once you select **'Upload Documents'** you can select the file type **'Verified Assessment Summary'**.

**Add Supporting Document**

Enter the field(s) and click the Save button.

All fields in **bold** are required.

**File Name:**

*File Description:*

**File Type:**

**Add a file (<=0.5MB)**

Accountability diagram  
Accountability diagram  
Verified certificates  
Development action plan  
Supporter endorsement form (only for AF streamlined route)  
JNCO (only for JNCO route)  
**Verified Assessment Summary**

**N.B.** You will need to ensure you mark this as **'Current'** by selecting the tick box in order for it to appear with your registration application.