

Volunteering role	Professional Development Scheme Accreditation Assessor
Role synopsis and primary focus	<p>As a Professional Development Scheme Accreditation Assessor, you will ascertain if an organisation's professional development scheme provides the necessary training, development and experience to enable individuals to build a portfolio of evidence and demonstrate the required level of competence for professional registration. You will work closely with IET Accreditation staff and other assessment team members on accreditation visits to assess standards and content of these schemes. Experienced Assessors may be invited to join the Professional Development Operations Committee (PDOC) to review and set policy in this area. This role requires travel.</p>
Person requirements	<ul style="list-style-type: none"> • Must be a member of the IET. • Must be professionally registered as CEng, IEng, EngTech or ICTTech. • Knowledge or experience of professional development scheme operation/management. • Knowledge of professional development/professional registration (e.g. competency assessment). • Advantageous to have IET volunteer experience in Professional Registration related activities.
What you can gain from this role	<ul style="list-style-type: none"> • Networking with engineers. • Develop knowledge and experience of professional development. • Gain insights into the latest employer professional development policies and activities.
Main duties and responsibilities	<ul style="list-style-type: none"> • Participate in a minimum of two accreditation visits a year, either through video conferencing or in person. May include travelling to a company's premises and an overnight stay. • Support the visit process, contribute to written reports and are willing/able to accept sizeable electronic application material for pre-visit review. • Contribute to the on-line discussion forum to review and approve monitoring plans. • Opportunity to act as a member of the Professional Development Operations Committee (PDOC).
How this role supports our vision and mission	<p>Contributes to the IET's Engineering Excellence strategic theme by monitoring and highlighting best practice in professional development and supports employers by helping them to develop their employees towards professional registration.</p>
Period of appointment	<ul style="list-style-type: none"> • No fixed term for Assessors. • PDOC members normally serve for 3 years.
Time Commitment	<p>For Assessors: Minimum of 2 visits per year ie 4 to 6 days per year: 1 day preparation, 1 day for the visit and potentially 1 day for the Chair to produce a report and for engaging with the online decision-making forum.</p> <p>For PDOC members: Minimum of an additional 4 days per year: 2 meetings per year plus travel and reading of documents.</p>

Appointment method	<ul style="list-style-type: none"> • Potential Assessors must submit an up to date CV to the accreditation team • Applications are considered by staff and representatives of the Professional Development Operations Committee. • Applicants must observe at least two accreditation visits prior to an invitation to join the Assessment Team.
Induction	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> • Volunteers' Handbook • Access to IET EngX® online volunteering community. • 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. • Other volunteer policies and guidance are provided on IET EngX®
Training	<ul style="list-style-type: none"> • Assessors will be invited to observe one Professional Development Operations Committee meeting and at least two full accreditation visits. • Assessors will be required to undertake mandatory online training modules covering topics including Data Protection and Equality & Diversity.
Point of contact	<p>Queries can be directed to employeraccreditation@theiet.org</p>

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