

Volunteering role	Apprenticeship Accreditation and Qualification Assessor
Role synopsis and Primary focus	As an Apprenticeship Accreditation and Qualification Assessor you'll be involved in the assessment of apprenticeships or competence-based qualifications against the AAQA standard published by Engineering Council. Assessors work together using agreed criteria to identify good quality schemes aligned with Professional Registration and help improve them when necessary. Experienced Assessors may be invited to join the Professional Development Operations Committee (PDOC) to review and set policy in this area. This role may require travel.
Person requirements	<ul style="list-style-type: none"> • Familiarity with UK-SPEC and the ICTTech standards. • Understanding of Apprenticeship Standards, Frameworks and vocational engineering qualifications. • Understanding of the requirements for the successful delivery of Apprenticeship Schemes. • Must be professionally registered. • Experience of working with apprenticeships and related qualifications at some or all of the RQF levels 3 to 7 (Technician to Masters). • Experience of apprenticeships and related qualifications across England, Wales, Scotland or Northern Ireland. • Up to date CPD records.
What you can gain from this role	<ul style="list-style-type: none"> • Networking with engineers. • Develop knowledge and experience of a wide variety of apprenticeship delivery and related qualifications.
Main duties and responsibilities	<p>Working as part of a team:</p> <ul style="list-style-type: none"> • Assess applications and make decisions on applications for Apprenticeship Accreditation as part of an online forum or through participation in a visit. • Assess Technician level knowledge qualifications against Engineering Council defined learning outcomes. • Map Apprenticeships or competence-based qualifications to UK-SPEC and the ICTTech standard from RQF levels 3 to 7 (Technician to Masters).
How this role supports our vision and mission	This role contributes to the IET's Engineering Excellence strategic theme by supporting and highlighting schemes and qualifications that are an ideal preparation for an engineering career. The activity also assists employers by helping them to develop their employees towards professional registration.
Period of appointment	There is no fixed term for Assessors, however you may be asked to step down to make way for new appointments in order to refresh the Assessor pool. PDOC members normally serve for 3 years.
Time Commitment	<p>For Assessors: Minimum of 4-6 days per year consisting of online forum assessments, preparation for and attending visits and qualifications mapping meetings.</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. • Following approval, the applicant will be invited to undergo training. • Following training, staff will confirm whether the applicant has satisfactorily completed their training and can be considered active.
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"> • Successful applicants will receive a briefing on the process. • They must observe the activity they will undertake (eg online decision making, visits or qualifications mapping). • Volunteers must conduct at least one activity per year. • Volunteers who require further experience may gain the experience through shadowing and participation.
Point of contact	<p>Queries can be directed to ApprenticeshipsApproval@theiet.org</p>

Date Updated: January 2024