

Volunteering role	Continuing Professional Development (CPD) Advisor
<p><b>Role synopsis and primary focus</b></p>	<p>Continuing Professional Development (CPD) Advisors are IET members with detailed knowledge of IET's CPD Policy.</p> <p>As a CPD Advisor you will have an active interest in the professional development of engineers and technicians. As part of this it would be expected that all nominated CPD Advisors support the aims of CPD Policy and demonstrate this by submitting their own CPD Declarations and encouraging other members they interact with to do the same.</p> <p>You'll be able to review individual members' CPD records and assess whether they are demonstrating professionalism by maintaining competence and undertaking professional development activities.</p> <p>As a CPD Advisor you'll also be able to provide constructive feedback.</p>
<p><b>Person requirements</b></p>	<ul style="list-style-type: none"> <li>• A member of the IET</li> <li>• Professionally registered with the Engineering Council as an EngTech, ICTTech, IEng or CEng</li> <li>• Experience in an active role on an IET committee or group, or as a Professional Registration Advisor, Assessor, or Interviewer.</li> <li>• A broad coverage of experience across the IET sectors.</li> </ul>
<p><b>What you can gain from this role</b></p>	<p>This role can help you improve and reflect on your own professional development, become better at providing feedback and guiding others, provide an opportunity for networking and collaboration.</p>
<p><b>Main duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Keep up to date with the requirements of the IET's CPD Policy and attend training sessions, as required.</li> <li>• Commit to undertaking up to 30 reviews per year. Reviews involve looking at individual members' development plans and CPD activity records, and making a judgement as to whether the member has met the requirements of the CPD Policy.</li> <li>• Provide constructive, tailored, feedback comments (written) to each member reviewed. This is especially important in cases where a member has not met the requirements, to provide explanation of the areas where improvements can be made.</li> <li>• Participate in discussions with other CPD Advisors, as required.</li> <li>• Provide relevant feedback and help to capture lessons learned about the review process to IET staff and the Professional Development Advisory Committee (PDAC), to help ensure high standards and maintain consistency.</li> <li>• Adhere to the IET's policies for volunteers including data protection and equality, diversity and inclusion.</li> <li>• Occasionally you may be asked to attend events or workshops to help explain and promote the benefits of CPD. However, this is optional and not a requirement of the role.</li> </ul>
<p><b>How this role supports our vision and mission</b></p>	<p>Encourages members to demonstrate Engineering Excellence through professional development.</p>

<b>Period of appointment</b>	<p>Suggested three-year term, but this is flexible subject to individual circumstances.</p> <p>Possible re-appointment for further years, if appropriate.</p>
<b>Time Commitment</b>	Approximately 25 hours per year, depending on the number of CPD records to be reviewed.
<b>Appointment method</b>	<p>Applications to become a CPD Advisor are made to CPD lead.</p> <p>A CV is required to be submitted to a panel of the Professional Development Advisory Committee (PDAC) for approval. Following approval by the PDAC, nominated CPD Advisors will be advised of their formal appointment and scheduled to attend introductory training.</p>
<b>Induction</b>	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> <li>• Information about the IET's CPD Policy: <a href="http://www.theiet.org/cpd">www.theiet.org/cpd</a></li> <li>• Access to Career Manager: <a href="http://www.theiet.org/career-manager">www.theiet.org/career-manager</a></li> <li>• Volunteers' Handbook</li> <li>• Access to IET EngX® online volunteering community</li> <li>• 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.</li> <li>• Other volunteer policies and guidance are provided on IET EngX®</li> </ul>
<b>Training</b>	CPD webinar and regular, relevant training (Career Manager updates, review process changes etc.)
<b>Point of contact</b>	<p>The regular contact for this role will be the CPD Lead.</p> <p>Queries can be directed to: <a href="mailto:cpd@theiet.org">cpd@theiet.org</a></p>

Date Updated: April 2023