

Initial Professional Development (IPD) Assessor (Chartered Chemical Engineer) Volunteer Role Descriptor

1. Reference

MQ/IPD/1.4

2. Background

The Professional Formation Forum (PFF) elects qualified applicants to membership of the IChemE and oversees IChemE's professional qualifications worldwide with regards to assessment of Initial Professional Development and competency (qualification stages 2 and 3 respectively). Responsibility is delegated from the Board of Trustees to the Qualifications Committee which in turn has delegated responsibility to the PFF.



Figure 1: the three stages required for Chartered Engineer

Qualifying for election as a Chartered Chemical Engineer is a three-stage process. Initial Professional Development (Stage 2) is the attainment of competence in the practical application of chemical engineering. The IPD Assessor reviews the IPD portfolio of candidates to determine whether they have sufficient experience to qualify as a Chartered Chemical Engineer.

3. Main duties and responsibilities

- confirm absence of conflict of interest
- assess candidate's IPD portfolio and decide whether the candidate has the required experience to become a Chartered Chemical Engineer
- assess candidates against defined criteria. Discussions and decisions must be objective and comply with IChemE standards and requirements; they must not be based on personal views or prejudice
- provide feedback for candidates where revision is required (either because more information is required or because the candidate does not meet IChemE's requirements)
- comply with IPD procedures and schedules to ensure all applications are dealt with in a timely manner
- complete training and re-training as required

4. Appointment method

Selection from those who have completed an application form and satisfy the person specification.

5. Period of appointment

Assessors are expected to serve a minimum of three years in the role.

6. Commitment required

- expected time commitment: 4-6 hours per quarter
- expected reports received: 4-6 IPD assessments per year. An assessment may include amplifications/ resubmissions updated by candidates from previously reviewed reports

7. Training

- all new assessors are required to undertake induction training (online) and post-training assessment
- all assessors should attend a refresher session every three years to provide an update on changes or requirements
- assessors will be required to undertake other relevant training to support their role [e.g. General Data Protection Regulations (GDPR) training]

8. Person specification

- current Chartered Chemical Engineer at Fellow or at Member grade
- at least two years post Charter or experience of mentoring/coaching and reviewing others' development plans or similar.
- CEng registered
- involvement with Initial Professional Development programmes an advantage

9. Others

Benefits of volunteering:

Continuing Professional Development (CPD)

- benefits own CPD for longer term career development plan and to enhance professionalism in a wider context than own specific job role.
- support global young engineers in their journey to IChemE Chartered Membership
- maintain the global standards of chemical engineering profession and IChemE

Personal Development

- exposure to technical developments that may be outside of their own experience
- increased understanding on a range of chemical engineering applications in various industries
- gain an up-to-date understanding of the formation of chemical engineers who are approaching Chartered status and its implications for the profession and their employers.

Expenses for the activities

Unless agreed with the Head of Member Services in advance, expenses are not covered by IChemE for this role.

10. Additional details

Area of interest that relates to the role:

- professional development
- membership

Is the role location specific?	No
Total number of volunteers required for this role:	150
<p>To apply for this role or for further information, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document. There is no specific closing date as recruitment is ongoing.</p>	
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