# Education and Accreditation Forum Member Volunteer Role Descriptor

## 1. Reference

MQ/EAFM/2.0

## 2. Background

### The Purpose of the Education and Accreditation Forum (EAF)

EAF acts with authority delegated from the Board of Trustees via the Qualifications Committee in being responsible for defining and assessing the knowledge and understanding (the Educational Base) required to meet the standard for professionally qualified membership of the Institution. 

The role and function of the EAF is described in more detail in its Terms of Reference (awaiting approval – ask to see final draft).

## 3. Main duties and responsibilities

### Membership Requirements

The EAF Panel comprises, typically 28 in number, chosen from the Assessor Pool. There are also the following Ex Officio members:

- Chair of Qualifications Committee
- Chair of Education Special Interest group (EdSIG)
- Chair of Individual Case Procedure (ICP) Panel
- Chair of EngTech Approval Panel (currently Flexible Pathways TAG Chair)
- Engineering Council Liaison Officer (non-voting)
- Director Qualifications (non-voting)
- Head of Education Affairs (non-voting, Executive Secretary)
- Accreditation and Membership administrator (non-voting, Minutes Secretary)

### Duties and responsibilities

EAF members are expected to be available for a representative proportion of the VAP meetings arranged each year and on occasion may be asked to chair a VAP meeting or act as Rapporteur.

A member who fails, without the consent of the Committee, to attend three consecutive meetings of the committee shall cease to be a member.

### Objective

The EAF members are expected to attend as many of the full quarterly meetings as possible. to account for IChemE’s mission and vision, providing inclusive leadership to EAF, ensuring that each member fulfils their duties and responsibilities for the effective governance of the Forum.

### Operations

- To input to issues relating to the effective conduct and administration of IChemE higher education programme accreditation matters worldwide.
- To input, through discussion, the setting and maintenance of standards, compliance with external licensing body requirements and the consistency of accreditation decision-making.
- To input to discussion at meetings and through other methods of communication to ensure that decisions are fair, consistent and implemented in a timely manner.
To take part in at least 4 Virtual Accreditation Panels (VAPs) per year.  
When requested, to act as VAP chair or rapporteur.

**Additional information**

The above list is indicative only and not exhaustive. The EAF member will be expected to perform all such additional duties as are reasonably commensurate with the role.

### 4. Appointment method

Appointments to EAF will be confirmed by Qualifications Committee, based on recommendations considered and made by EAF.

### 5. Period of appointment

Members are appointed for a term of five years and would normally serve for two consecutive terms but individuals may be invited to serve up to a maximum of three consecutive terms, followed by a break of at least one year before reappointment.

### 6. Commitment required

- The EAF normally meets four to six times a year and EAF members are expected to be available for those meetings.
- In addition to EAF Meetings, Virtual Accreditation Panels (VAPs) are held monthly and EAF members are expected to attend a minimum of four VAPs per year.
- Participation is Steering groups and/or other small working groups to address specific matters.
- In addition to EAF Meetings, other contact – usually electronic or by teleconferencing/telephone – will be necessary.

### 7. Training

New members will be inducted into EAF processes by the Chair and Executive Secretary. They will also be expected to keep up to date with training for the University Assessor role and with other standard volunteer training, e.g. General Data Protection Regulation (GDPR) training.

### 8. Person specification

The EAF membership comprises, typically 28 in number, chosen from the Assessor Pool, who:

1. are IChemE Chartered members
2. have received accreditation training during the past three years, or commit to do so before taking up the role
3. have experience of conducting IChemE accreditation visits during the past three years
4. have a good understanding of IChemE accreditation processes and policies; and
5. have a working knowledge of all IChemE membership grades and requirements.

Where feasible, the geographical background of the EAF members will reflect the geographical distribution of accredited programmes and will have a diverse membership from academic and industrial backgrounds.

Appointments to EAF will be confirmed by Qualifications Committee, based on recommendations considered and made by EAF.

### 9. Others
Expenses for the activities
Expenses must be agreed in advance with the Head of Education Affairs.

10. Additional details

<table>
<thead>
<tr>
<th>Is this role location specific?</th>
<th>No, although preference to applicants may be given to those who help to maintain the diversity detailed in Section 8.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of roles available:</td>
<td>28</td>
</tr>
<tr>
<td>Closing date:</td>
<td>31 May 2021</td>
</tr>
<tr>
<td>Point of Contact</td>
<td><a href="mailto:volunteer@icheme.org">volunteer@icheme.org</a></td>
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Policies and Procedures:
Terms of Reference: Education Accreditation Forum

Author: Libby Steele, Head of Education Affairs, lsteele@icheme.org
Date: