

Training Course Reviewer

Volunteer Role Descriptor

1. Vacancy reference

Comm/TCR/1.0

2. Background

ICHEME's knowledge of professional standards, close involvement with industry, education and regulators mean that we are uniquely positioned to provide our own range of training courses and also to assess and benchmark third-party training courses and professional development programmes seeking to demonstrate IChemE approval.

Any third-party short course that is seeking to become IChemE-approved needs to undergo a peer review by IChemE volunteers, with appropriate subject knowledge, to confirm that it reaches the high standard expected. Typically, this includes include short-course learning programmes, e-learning, webinars, and professional development initiatives.

Similarly, IChemE's own training course courses must be peer reviewed by members before launch and at regular periods after to ensure they reflect best practice and current thinking.

We would like to increase our pool of expert volunteers who could help with this peer reviewing process. We have lots of volunteers with experience in certain areas (e.g., HAZOP, LOPA etc.) but we would like to find reviewers beyond this core expertise.

3. Main duties and responsibilities

Once a member has agreed to review a course, we ask them to use their experience and insight to assess the course material and to benchmark it against a set of training criteria. Peer reviewers are asked to:

- review material sent electronically
- make notes against a set review process as to whether the course is inadequate, adequate or outstanding
- return reviews in a timely manner (3-4 weeks)

It would not require attendance at the course itself.

4. Appointment method

We look for reviewers among our pool of volunteers. Once we have found a suitable candidate, we approach them to find out a) whether the course is within their area of expertise and b) if they are able to review it. A course typically has two reviewers.

5. Period of appointment

For the duration of the course review

6. Commitment required

The length of time needed to review a course varies but we do ask for the review to be completed with three to four weeks of signing an NDA. At the end of the process, we ask reviewers to use their

experience to say whether the course meets our criteria for approval. Reviewers can be asked to complete more than one peer review.

7. Training

None but guidance and support are available from the IChemE commercial team

8. Person specification

- current Chartered Chemical Engineer at Member or Fellow grade
- appropriate knowledge and experience of the course subject matter

We are keen to find reviewers with a broad range of skills and experience – particularly around non-mainstream process safety in areas such as management, finance and ATEX/DSEAR.

9. Others

The review process is completely anonymous and at no stage will the course provider find out who assessed them.

10. Additional details

Area of interest that relates to the role:

(delete as appropriate):

- experience of process engineering
- experience of relevant training (ideally)

Is the role location specific?

- No

Total number of volunteers required for role:

- NA

Closing date:

Ongoing

To apply for this role, please contact volunteer@icheme.org

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