

CSci CPD Assessor

Volunteer Role Descriptor

1. Role title

M&Q/CPD/CSci/1.0

CPD assessor for Chartered Scientist, Registered Scientist and Registered Science Technician registration

2. Background

CPD forms part of the application requirement for some grades of IChemE membership. Once members are awarded the relevant grade, they need to continue with appropriate CPD activity, develop ongoing plans, and keep a CPD record. In addition to IChemE's CPD requirements, our various licensing bodies require us to review a random sample of members' CPD records each year. Sampled members will be asked to complete a CPD submission form and provide supporting evidence. All submissions are peer-reviewed and brief feedback is given.

The Professional Formation Forum (PFF) is responsible for ensuring membership of IChemE meets the standards set down by the Board of Trustees and the licencing bodies.

- members are required to submit CPD and this is assessed by the CPD assessors
- the role of the CPD assessors is to provide the expertise required to ensure sampled records of CPD meet the standards of IChemE and various licensing bodies

2. Main duties and responsibilities

CPD sampling takes place once a year for each type of registration. CPD assessors will be expected to read the sampled member's submitted CPD record and decide whether this meets the respective CPD requirements, and also provide constructive feedback for all submissions in a timely manner. The Science Council require that each submission is reviewed by two assessors independently. Both assessors must complete an individual assessment and reach a decision before discussing with the other assessor. To note:

- assessors are required to abide by IChemE 'Guidance Notes on Professional Conduct for assessors and interviewers'. Assessors must not disclose or use any confidential information provided in the submitted report for personal or commercial gain and may be requested to sign a non-disclosure agreement to conduct this role
- CPD assessors are encouraged to provide feedback to the CPD assessor Panel Lead on any good or poor practice found during assessment and must remain familiar with the Guidelines for CPD
- CPD assessors are required to review the CPD activities and process that members have undertaken – this includes the CPD plan, how they carried out their plan and the reflection and review (assessors are not expected to scrutinise the quality or amount of formal training, or courses members have attended)

3. Appointment method

- applications for CPD assessors are made to the relevant IChemE staff
- recommendations are then considered by the member assessor lead for CPD
- following approval, nominated CPD assessors will be advised to complete relevant induction training and validation assessment
- following approval by trainer of the subject, trainee CPD assessors will be advised of their formal appointment

4. Period of appointment

It is anticipated that assessors serve a minimum of three years in the role.

Subject to retraining, there is possible reappointment for another three years, if appropriate.

5. Commitment required

Able to commit to 20 working hours per year although this may vary dependant on the number of submissions received.

It is anticipated that each CPD assessor will review approximately 15 CPD records each year.

Target review period for each application is two weeks, but up to three weeks is acceptable. The CPD Assessor should endeavour to complete this assessment within this period wherever possible.

6. Training

All new CPD assessors are required to undertake induction training and post-training assessment.

All assessors must be trained or re-trained every three years.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE. In some instances, an annual update may be required

7. Person specification

Requirements:

- hold CSci, RSci or RSciTech registration.
- CPD assessors must be professionally active (either paid or unpaid)
- CPD assessors are expected to have experience in one or more of the following:
 - 10 years working experience and are currently practicing (including academics)
 - an interest and relevant knowledge of career development and CPD
 - an understanding of diverse professions and environments
 - proficient oral and written communication skills

Desired Attributes:

- does not hold more than one other IChemE volunteer role
- personal experience in supporting CPD in others and carrying out appraisals or career discussions

8. Others

Benefits to the Assessor

- put assessor skills into practice.
- enhance communication and leadership skills
- opportunities for networking with CPD assessor colleagues
- contributes to own CPD activity
- supporting the global profession

Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> • education • professional development • membership
Is the role location specific?	No. The role is desk-based.
Number of roles available:	10
Closing date:	29 September 2023

If you are interested in applying for this role, please email your CV along with a brief summary on why you are interested in the role to volunteer@icheme.org

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