

CEng CPD Assessor Volunteer Role Descriptor

1. Reference

MQ/CPDACENG/1.0

2. Background

CPD forms part of the application requirement for some types of IChemE membership and/or registration. 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 licensing 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 membership.

- 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
- 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. Assessors 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
- CPD Assessors 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

3. Appointment method

- applications for CPD Assessors are made to the relevant IChemE staff and recommendations are then considered by the CPD Assessor Lead
- 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

- Assessors are expected to serve a minimum of three years in the role. Subject to retraining, 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 and all Assessors must be trained or re-trained every 3 years

7. Person specification

Requirements:

- current Chartered Chemical Engineer at Member or Fellow grade.
- hold CEng registration
- 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:

- 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 mentoring membership
Is the role location specific?	No. The role is desk-based and can be carried out remotely.
Number of roles available:	10
Closing date:	29 September 2023

Point of Contact

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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Date: 6 October 2022