Continuing Professional Development (CPD) 
Assessor Panel Lead 
Volunteer Role Descriptor

1. Reference 
MQ/CPDL/1.3

2. Background 
The CPD Assessor Panel Lead works with the staff membership team to implement sampling programme and support volunteer CPD Assessors.
The role will take guidance and input from, and liaise with, the Professional Development Sub Committee (PD Sub) CPD Single Point of Accountability (SPA).

2. Main duties and responsibilities 
- to act as the focal point for input to Membership team on CPD related Process Flows 
- to be the primary contact with Membership team to agree and implement annual sampling numbers on year-by-year basis to comply with the strategy defined by the PD Sub 
- to lead on sampling and assessment documentation with Membership team 
- to work with IChemE staff to agree the number of required Assessors and recruit as needed 
- to work with IChemE staff to maintain and develop Assessor training material 
- to be the Primary trainer for new CPD Assessors (including approval of competence following training and ‘dummy assessments’) 
- to be the primary individual to carry out second opinions for other Assessors 
- to be the check point on adherence to regulator / IChemE by-law requirements regarding CPD

3. Appointment method 
Please email volunteer@icheme.org to express interest in the role. The appointment will be made by the CPD Administrator and the PD Sub CPD SPA.

4. Period of appointment 
The volunteer is expected to serve a minimum of 3 years in the role with possible reappointment for another three years, if appropriate. The CPD lead can remain a CPD assessor for the duration of their role as CPD lead, even if this exceeds the usual six-year limit for the CPD assessor role.

5. Commitment required 
- hours per year (following training): estimate 25 
- most of the work will be conducted electronically 
- virtual meetings with staff may be required

6. Training

Ref: CPD Lead Assessor Role descriptor MQ/CPDL/1.3 
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The CPD Membership Administrator will also assist with training and guidance. Handover discussion with existing CPD Lead and PFF CPD SPA.

7. Person specification

The CPD Assessor Panel Lead must be an IChemE Chartered Chemical Engineer at Member or Fellow grade.

It is preferable if applicants are existing trained and operational CPD Assessors. Those not currently on the CPD Assessment Panel would need to be trained as an assessor before they could step up to the Lead Role.

The person must develop an understanding of the CPD requirements of the different regulators.

8. Others

Benefits:
- To contribute to the development of current engineers.
- To gain an insight into the range of CPD available to and being undertaken by chemical engineers
- To support the current CPD Assessor Panel in providing constructive feedback to members.

Expenses for the activities:

Necessary travel expenses are covered but IChemE cannot reimburse Assessors for loss of earnings.

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<th>Is the role location specific?</th>
<th>Worldwide</th>
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<td>Number of roles available</td>
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<td>Point of contact:</td>
<td><a href="mailto:cpd@icheme.org">cpd@icheme.org</a> (CPD Administrator)</td>
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To apply for this role or further information, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document.

Author: Francesca Service

Date: September 2023