

Individual Case Procedure Reviewer- Chartered and Incorporated Chemical Engineer

Volunteer Role Descriptor

1. Introduction

The Individual Case Procedure (ICP) process ensures that we provide a flexible, accessible pathway to all those who do not hold an accredited degree that meets in full the requirements of Engineering Council and IChemE at M-standard. The process also covers those candidates for Incorporated Engineer without IChemE accredited chemical engineering degrees at B-Standard. Candidates without accredited qualifications will need to submit a Technical Biography which will then allow a more focussed assessment of the candidates' background knowledge and permit a more tailored request for information against the requirements.

ICP reviewers are involved in the process to assess the initial Technical Biography submitted by the candidate and later, to assess any Technical Report Questionnaire (TRQ) and to interview the candidate on its contents.

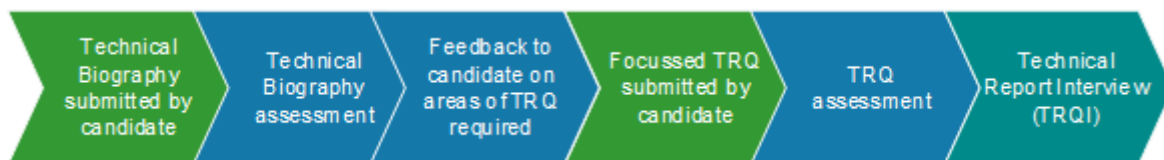


Figure 1: The ICP process overview

2. What you will be doing

ICP Reviewers are academics or industrialists who give their time voluntarily to represent IChemE. ICP Reviewers are required to work in small teams with other ICP Reviewers:

- assess candidates against defined criteria. Discussions and decisions must be objective and comply with IChemE standards and requirements; they must not be based on personal views or prejudice
- assess candidates' Technical Biography and documentation and reach a mutual decision whether the candidate meets the education base requirements against IChemE requirements on Learning Outcomes at Levels B and F to become a Chartered Chemical Engineer or at Level B to become an Incorporated Engineer
- where a Technical Report Questionnaire (TRQ) is required, assess and conduct a TRQ Interview (TRQI) to confirm evidence
- if a candidate's submission does not meet the requirements, agree with the co-Reviewers and provide feedback, based on the possible outcomes, on what the candidate needs to do to fulfil the requirements
- comply with ICP procedures and schedules to ensure all applications are dealt with in a timely manner.

3. About you

ICP reviewers will be a Chartered Chemical Engineer with IChemE at Member or Fellow grade and

- CEng registered
- ICP Reviewers, whether academics or from industry, are expected to have some understanding of Higher Education as applied to chemical engineering
- have access to teleconference facilities (e.g. Microsoft Teams) to conduct discussion and interview with co-Reviewer and candidate.

4. How you will benefit

There are many benefits to volunteering as an ICP Reviewer, including:

- the opportunity to support global engineers in their journey to IChemE Chartered Membership
- maintains the global standards of the chemical engineering profession and IChemE
- allows an up-to-date understanding of the formation of chemical engineers and the implications of this for the profession and their employers
- volunteering contributes to your CPD
- exposure to technical developments that may be outside your own experience.
- increased understanding of a range of chemical engineering applications in various industries.

5. Time commitment

It is anticipated that the average time commitment is approximately three to four hours per month.

Expected reports received: No more than six ICP submissions per year. This includes any subsequent resubmissions or Technical Report Questionnaires and Interviews

Turn around: Target review period for each application is two weeks for Technical Biography and two weeks for the Technical Report Questionnaire.

6. Period of appointment

It is anticipated that ICP Reviewers will serve a minimum of three years in the role.

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. The volunteering team will be in contact with further information.

8. Induction & training

All new reviewers are required to:

- undertake induction training and post training assessment
- have update training every three years
- other standard volunteer training, eg General Data Protection regulations (GDPR) training, will be required.

9. Further information

Expenses for the activities:

This is a volunteer role with no significant expenses likely to be incurred. Exceptionally, any expenses to be claimed should be agreed in advance.

Is the role location specific?

No

Number of roles available

30

Closing date

There is no specific closing date as recruitment is ongoing

For further information please contact volunteer@icheme.org

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