

# Underpinning Knowledge and Understanding (UKU) Panel - Terms of Reference

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## Purpose

- Reporting to the Education Subcommittee, UKU panel ratifies the assessments carried out of the underpinning knowledge and understanding of applicants for professionally qualified membership/registration, who do not have exemplifying qualifications.

## Duties and responsibilities

- Based upon the standards set and agreed by EdSub, review and confirm the outcome of UKU assessments
- Provide feedback to UKU assessors to improve the overall consistency of assessment
- Monitor trends and suggest updates to assessor training materials
- Suggest improvements in the Technical Biography and Technical Report Questionnaire content to Education Subcommittee

The UKU Panel operates in a manner which is compliant with but does not unnecessarily exceed regulator regulations and guidance

## Membership

The Membership of the UKU Panel shall comprise

- Chair
- Vice Chair
- Professional Standards Manager
- 15-20 CEng registrant members – either Chartered Chemical Engineers or Professional Process Safety Engineers, who are Chartered Members or Fellows of IChemE; These are preferably existing UKU assessors

The Chair is also a member of EdSub

The Chair, Vice Chair and other members shall be appointed following an open process, with recommendations made by a selection panel to the Nominations Committee for ratification and quality assurance. The selection panel shall work actively to deliver a diverse and representative Subcommittee.

The selection panel shall comprise the VP Qualifications, the Director of Qualifications and two other appropriate individuals.

The term of office for all members shall normally be three years and may be renewed for a further term of up to three years with the approval of the Nominations Committee. The Nominations Committee may vary the terms of office to ensure an appropriate balance of circulation and

continuity of committee membership.

IChemE employees are non-voting members of the Committee.

All panel members, other than IChemE employees, are volunteers of the Institution and are expected to adhere to the Volunteer Conduct Principles and must have regard to the policies and procedures set out in the Volunteer Handbook.

If any member fails to attend three committee meetings in a row, the Chair may require the member to retire.

### Meetings

The UKU Panel will hold typically 8 to 10 meetings per year to review UKU assessments

Meetings shall normally be virtual and shall be scheduled to facilitate global membership.

The UKU panel review assessments in advance of the meeting itself to allow the meeting discussion to focus on exceptional cases.

A minimum of 7 Panel members are required for the Panel to be quorate, and this should include either the Chair or the Vice Chair

### Reporting responsibilities

Issues, risks and opportunities to be reported to each EdSub meeting via the Chair

### Other matters

UKU panel members may, at the request of EdSub, form task and finish groups to make recommendations to EdSub

Approved by:	Chair, Education Subcommittee
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