

Independent Case Procedure (ICP) Reviewer

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, Science Council and the IMarEST's registers' standards. Candidates without accredited qualifications will need to submit their membership and/or professional registration application form to the panel for review which will then allow a more focussed assessment of the candidates' background knowledge and permit a more tailored request for information against the requirements.

Applications which are required to go through the ICP route are reviewed by the ICP panel and are ratified by the Membership Committee.

2. What you will be doing

Main duties:

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

- assess candidates against defined criteria. Discussions and decisions must be objective and comply with IMarEST standards and requirements; they must not be based on personal views or prejudice
- assess candidates' documentation and reach a mutual decision whether the candidate meets the education base requirements against IMarEST membership requirements
- assess candidates' documentation and reach a mutual decision whether the candidate meets the education base requirements against Engineering Council/Science Council/IMarEST's technologist registers
- 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.

Supplementary duties:

- ICP reviewers may occasionally be required to attend the Membership Committee to give feedback on applicants' standards and any other findings to help inform continuous improvement

3. About you

You will be:

- a current Member or Fellow holding Incorporated or Chartered status

4. How you will benefit

There are many benefits to volunteering as an ICP reviewer including:

- put assessor skills into practice
- enhance communication and leadership skills
- opportunities for networking with ICP colleagues
- contributes to own CPD activity
- supporting the global profession
- exposure to technical developments that may be outside your own experience.
- Increase understanding of the development of higher education and further education courses, as well as other experiential learning

5. Time Commitment

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

You will be assigned ICP applications to review and then will discuss them with the ICP panel, who meet remotely, who meet every 2 two months.

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 visit our [volunteering pages](#) on the IMarEST website and complete the application form provided. Your application will then be reviewed by the Membership Committee who will be in touch to inform you of the outcome as soon as possible.

8. Induction and Training

You will receive comprehensive training as part of your onboarding for this role. This will include initial training as well as more in-depth training for how to assess ICP applications against the standards appropriate for each discipline, including AHEP4 for Engineering programmes and the IMarEST's Learning Outcomes for Science and Technology programmes as well as softer skills such as giving constructive feedback to help facilitate accreditation visits.

It is expected for our assessors to complete re-training every 3 years.

Supplementary:

Update training will be provided at least every three years. Other standard volunteer training, e.g. GDPR training, DEI and code of conduct compliance, will be required.

9. Further Information

Expenses for the activities:

There are no expected expenses for this role unless conducting a face-to-face interview. Any expenses must be agreed in advance and claimed back using IMarEST's expenses policy.

Is this role location specific?	No
Closing date	TBD
Number of roles available	50

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