

# CPD Assessor

## Volunteer Role Descriptor

### 1. Introduction

Our members with professional registration sign up to a commitment to undertake and record CPD as part of their membership. They need to continue with appropriate CPD activity, develop ongoing plans, and keep a CPD record. Our various licensing bodies (Engineering Council and Science Council) 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 by our CPD Assessors.

The role of the CPD Assessors is to provide the expertise required to ensure sampled records of CPD meet the standards of IMarEST and various licensing bodies. The Membership Committee is responsible for ensuring membership of IMarEST meets the standards set down by the Board of Trustees and the licensing bodies.

### 2. What you will be doing

CPD sampling takes place once a year for each type of membership.

#### Main duties:

- CPD Assessors will be expected to read the sampled member's submitted CPD record and decide whether this meets the respective CPD requirements and provide constructive feedback for all submissions in a timely manner
- 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 IMarEST's CPD guidelines
- 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. About you

You will be:

- a current Chartered Member/Fellow
- CPD Assessors are expected to have experience in one or more of the following:
  - 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 is beneficial.

### 4. How you will benefit

There are many benefits to volunteering as a CPD Assessor, including:

- 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

## 5. Time Commitment

- 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 20 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
- After the monitoring cycle our assessors will be invited to a panel meeting to discuss their findings to be fed back to the Membership Committee

## 6. 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

## 7. How to apply & appointment method

Please visit our [volunteering pages](#) on the IMarEST website and complete the application form provided.

## 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 CPD submissions against the Engineering Council's underpinning knowledge and understanding and competencies as well as softer skills such as giving constructive feedback.

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. 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	20

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