

# Initial Professional Development (IPD) Scheme Assessor

## Volunteer Role Descriptor

### 1. Introduction

A company IPD scheme demonstrates quality assured professional practice of a company or organisation in the training and development of their graduates. Accreditation of the IPD scheme benefits trainees with a straightforward, rewarding and supported route to Chartered Engineer (CEng) and Incorporated Engineer (IEng) status.

IPD Assessors are Chartered Engineers and Incorporated Engineers who give their time voluntarily to represent IMarEST. Their expertise allows IMarEST to conduct credible reviews of company training schemes submitted for accreditation.

The accreditation and re-accreditation processes comprise of four stages:

1. Application - Company to complete an application and self-assessment form and submit requested training scheme documentation
2. Assessment - IMarEST IPD assessors review application, visit site in person or virtually to gather evidence and prepare an assessment report
3. Review - IMarEST Professional Affairs and Education Committee (PAEC) review IPD assessors' report and recommendations.
4. Decision - IMarEST PAEC committee determines outcome of accreditation and applies conditions or recommendations.

A standard accreditation period is five years, after which schemes will be expected to apply for re-accreditation.

### 2. What you will be doing

#### Main duties:

IPD Assessors will be expected to:

- review completed IPD application form and other documentation submitted by company
- identify any need for additional information or clarification
- attend accreditation visit remotely or in-person at company site
- gather evidence during virtual or face-to-face visit
- challenge the company on the documentation presented while meeting their key representatives (administrators, mentors, trainees, senior managers etc)
- determine whether practice aligns with documentation and requirements
- complete a written assessment report that:
  - confirms the requirements for accreditations have been met
  - identifies and commends strengths
  - identifies scope for improvements
- propose recommendations for accreditation to the Professional Affairs & Education Committee (PAEC)

### Responsibilities:

- IPD Assessors should be knowledgeable of IPD requirements and accreditation processes, the competencies required of a Chartered Engineer and Incorporated Engineer. IPD Assessors are responsible for staying up to date with any relevant changes communicated by IMarEST.
- IPD Assessors should arrive to a visit prepared with a good understanding of the provision to be reviewed.
- **Lead Assessors**  
Each accreditation visit is undertaken by at least one trained assessors, however a larger panel may be formed as required. For larger accreditation panels. Lead Assessors are experienced IPD Assessors who self-elect to act as the Lead for a visit on larger assessment panels.

### Supplementary duties:

- IPD Assessors may be requested to undertake monitoring reviews of an IPD between accreditation visits. Experienced IPD Assessors may also be called upon occasionally to provide remote advice to companies or other IPD Assessors or undertake reviews of IPD company documentation.
- The IMarEST provides a rigorous training programme for accreditation assessors and experienced IPD Assessors may be called upon occasionally to lead training sessions to new assessors.

## 3. About you

You will be:

- a current Chartered or Incorporated Member or Fellow

## 4. How you will benefit

There are many benefits to volunteering as an IPD Assessor, including:

- put assessor skills into practice
- enhance communication and leadership skills
- opportunities for networking with IPD Assessor colleagues
- contributes to own CPD activity
- supporting the global profession
- Increase understanding of the development of Initial professional development schemes within the marine sector

## 5. Time Commitment

### Accreditation or Reaccreditation Visits:

We ask all IPD Assessors to commit to undertake one accreditation/re-accreditation visit every 18 months, though it is possible to attend more than this if a volunteer would like to. Each visit includes one full-day commitment on the visit date, plus travel time (for face-to-face visits only).

Assessors will be required to spend time reviewing company documentation at a convenient time during the six-week period in advance of the visit and make time to discuss any queries with their co-assessor. The designated Lead IPD Assessor for a visit will also be required to write and submit a formal report of the visit on a provided template within three weeks of the visit date. Time to complete the report may vary but is expected to take one to three hours.

**Occasional Duties** (as described in *Main duties and responsibilities* section above)

- Interim review – two-to-three-hour commitment per occasion, inc. <one hour advance review of documents, one-hour interim review meeting, <one hour report write-up
- Desk-based reviews of IPD company documentation or requests for advice from an IPD company – one-hour virtual commitment per occasion

On occasion, you may also be asked to join a meeting of the PAEC to present the report from the IPD review you conducted – up to 3hrs.

**6. Period of appointment**

Assessors are expected to serve a minimum of four years in the role, but preferably more.

**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 IPD applications against the standards appropriate for each discipline, including UKSPEC for Engineering 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 and yearly CPD Training will be provided to all assessors.

**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:**

Travel and subsistence expenses are reimbursed in line with the IMarEST’s expenses policy. 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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