

# Reviewer of Underpinning Knowledge and Understanding (UKU reviewer) - Professional Process Safety Engineer (PPSE)

## Volunteer Role Descriptor

### 1. Introduction

IChemE is committed to providing a flexible, accessible pathway to all those who do not hold an accredited degree that fully meets the academic requirement for registration as a Chartered Engineer. These candidates submit a Technical Biography as a basis for assessment of their Underpinning Knowledge and Understanding. Some candidates may also be requested to submit a Technical Report Questionnaire (TRQ).

### 2. What you will be doing

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

- assess applicants 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 to become a Professional Process Safety Engineer
  - where a Technical Report Questionnaire (TRQ) is required, assess and conduct a review of documentary evidence and, in some cases, a TRQ Interview (TRQI)
  - if an applicant's submission does not meet the requirements, agree with the co-reviewers, and provide feedback, based on the possible outcomes, on what the applicant needs to do to fulfil the requirements
- comply with procedures and schedules to ensure all applications are dealt with in a timely manner.

### 3. About you

You will:

- be a current Chartered Chemical Engineer or Professional Process Safety Engineer at Member or Fellow grade
- CEng registered
- PPSE UKU Reviewers, whether academics or from industry, are expected to have some understanding of Higher Education as applied to chemical and process safety engineering
- have access to Microsoft Teams to conduct discussion and interview with co-reviewer and applicant

### 4. How you will benefit

There are many benefits of volunteering as an PPSE UKU reviewer:

- an opportunity to support global engineers in their journey to IChemE Chartered Membership and PPSE registration

- maintains the global standards of the chemical and process safety engineering profession and IChemE
- allows an up-to-date understanding of the formation of chemical and process safety engineers and the implications of this for the profession and their employers.
- enhances volunteer's own CPD for longer term career development and their professionalism in a wider context than their own specific job role
- exposure to technical developments that may be outside your own experience.
- increased understanding of a range of chemical and process safety engineering applications in various industries.

## 5. Time commitment

This role has an anticipated time commitment of three to four hours per month and:

- expected reports received: no more than 8 PPSE UKU 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 PPSE UKU 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. . Following completion of all training PPSE UKU reviewers will be approved by the UKU Panel.

## 8. Induction & training

All new reviewers are required to undertake online induction training and post training assessment.

Reviewers must attend refresher training as required.

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      | 50                                                           |
| Closing date                   | There is no specific closing date as recruitment is ongoing. |

For further information please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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