

Continuing Professional Development (CPD) Reviewer Volunteer Role Descriptor

1. Introduction

Members and registrants make a commitment to maintain and enhance their competence – they do this by planning, carrying and recording Continuing Professional Development (CPD), which will vary according to the circumstances of each individual. IChemE offers CPD opportunities to its members, but they will also identify and carry out additional CPD via a variety of means.

IChemE carries out random sampling of member/registrant's CPD on an annual basis in order to encourage them to take ownership for their development, and to encourage good practice.

Sampled members will be asked to submit evidence of their CPD. All submissions are peer-reviewed by CPD reviewers, who provide brief feedback.

Further details can be found in IChemE's [CPD Policy](#).

2. What you will be doing

CPD sampling takes place once a year for each type of membership/registration. CPD Reviewers:

- consider the sampled members submitted CPD plan
- provide constructive feedback for all submissions in a timely manner
- provide feedback to the CPD Reviewer Panel Lead on trends and examples of good practice

3. About you

CPD Reviewers are required to:

- be a current Chartered Chemical Engineer or Professional Process Safety Engineer at Member or Fellow grade

CPD Reviewers are expected to have:

- an interest and relevant knowledge of career development and CPD
- an understanding of diverse professions and environments
- proficient written communication skills.

Desired Attributes:

- personal experience in supporting CPD in others and carrying out appraisals or career discussions

4. How you will benefit

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

- put reviewer skills into practice
- enhance communication and leadership skills
- opportunities for networking with CPD Reviewer colleagues
- contributes to own CPD activity
- supporting the global profession

5. Time commitment

Typically, it is anticipated that a CPD Reviewer is able to review approximately 15 CPD records each year (~20 hours).

The target review period for each submission is two weeks. The CPD Reviewer should endeavour to complete the review within this period wherever possible.

6. Period of appointment

It is anticipated that reviewers 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.

8. Induction & training

All new CPD Reviewers are required to undertake induction training, post-training assessment and update training as required.

9. Further information

Expenses for the activities:

There are no expected expenses for this role. Any expenses must be agreed in advance.

Is the role location specific?	No
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Number of roles available	10
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For further information please contact volunteer@icheme.org

Author: Rachel Baxter-Smith

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