# Role Description and Eligibility Requirements for IPEM Professional Contributors

| Role | IPEM Science Council  RSci and RSciTech application assessor |
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| Term of office | 3 years (members are eligible for re-election for a further 3 year term). |
| Anticipated commitment | There are no IPEM meetings requiring attendance. |
| | Approximately 15 hours per annum (see further details in the description of the role). |
| | A maximum of one training day per year will be offered.  Successful assessors need only be trained once every three years unless there are significant changes to the application process. |
| | Assessors may be asked to join the Registration Assessment Committee of the Science Council (SC) which will require attendance at four meetings each year. |
| Appointment starts | As soon as possible (although 'official' start date will be once training has been completed). |
| Description of the role | Reviewing and assessing applications for RSci and RSciTech registration. The total number of applications is currently less than 5 per year and each one takes a maximum of 2 hours in total to process.  This includes the time taken to download and read the application and to complete the IPEM assessment form commenting on how the applicant meets or fails to meet the criteria set.  Each application is assessed by two assessors.  If a candidate appeals against a decision to reject, the application is referred to the IPEM SC registrar.  Additional information may be requested from assessors to assist the IPEM SC registrar. |

## Eligibility Requirements

| Area | Eligibility Requirements |
|---|---|
| Membership | Associate or Full Member holding RSci or RSci Tech Registration. |
| Experience | Working as a RSci or Registered Science Technician. |
| Skills /attributes | An enthusiastic approach to promoting Science Council registration to the appropriate sections of IPEM membership. |
| | An ability to make accurate notes at interviews is highly desirable. |
| | An ability to bring an understanding of the sorts of roles a typical RSci or RSciTech applicant would be performing in their professional area. |