

## Role Description and Eligibility Requirements for IPEM Professional Contributor

|                                 |   |
|---------------------------------|---|
| <b>Role</b>                     | <b>CPD Auditor</b>  |
| <b>Term of Office</b>           | 5 years + 1-2 years for continuity  |
| <b>No of Meetings</b>           | Annual audit day (1-2 days in May) + remote/online assessing for re-submissions + mentoring of CPD registrants as required.<br>1 annual training event  |
| <b>Appointment starts</b>       | Immediate   |
| <b>Description of the role</b>  | <p>The purpose of the role is to assist with the annual auditing of the CPD summary returns as part of the IPEM CPD scheme</p> <p>The panel meets once a year to assess the audit returns, in May at the IPEM offices in York</p> <p>Requirement to assess CPD returns remotely – before/after the audit day as required.</p> <p>Requirement to engage in CPD and promote the CPD within the workplace</p> <p>Mentoring/coaching of registrants who fail the audit or request more advice</p> |
| <b>Eligibility Requirements</b> |   |
| <b>Membership</b>               | IPEM Full Member or Fellow, preferably with a registration such as CSci, CEng or RCT  |
| <b>Experience</b>               | Has been audited previously – desirable. Essential – to have been audited for CPD within the first 2 years of membership on the CPD audit panel (by self selection)   |
| <b>Skills/Attributes</b>        | <p>Encouraging and positive attitude towards CPD, awareness of CPD, ability to encourage and mentor – training will be provided</p> <p>Encouraging and positive attitude essential</p>  |