

Document Control

Role	Member of Engineering Course Accreditation Panel (ECAP)
Term of Office	3 years, renewable for a further 3-year term.
Meetings	Panel business is conducted by email, but one accreditation visit per annum will be required.
Why volunteer?	<p>Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteers are key to achieving IPEM's charitable objective through its strategy.</p>
Where does this role fit in?	<p>The work of the ECAP plays a vital role in supporting to achieve IPEM's strategy in Professional Development.</p> <p>IPEM has a license from the Engineering Council to accredit programmes as meeting the educational requirements for achieving Chartered Engineer (CEng) and Incorporated Engineer (IEng) status.</p> <p>The responsibility for carrying out the assessments is delegated to this panel.</p> <p>The role consists of taking part in assessment visits to universities at their request to assess courses in the biomedical and clinical engineering field. These are nearly always carried out as group visits in conjunction with other Professional Engineering Institutions (PEIs), currently organised through the Engineering Council's Engineering Accreditation Board (EAB).</p> <p>Ideally, two IPEM ECAP members and/or ECAP assessors attend the visits which occur over two consecutive days.</p> <p>All accreditation visit reports are sent to the Engineering Course Accreditation Panel for comments and recommendations before being passed to the Course Accreditation Committee for a final decision.</p>
Who can apply?	It is important to note that we are looking for a wide range of assessors to ensure a diverse group. We particularly encourage applications from different workplaces such as industry, academia, NHS and so on. Any Fellow or Full IPEM members registered at either CEng or IEng level are welcome to apply.
Examples of work	<p>Accreditation visits on behalf of IPEM will be shared out across the ECAP Members and Assessors. Each volunteer will only be asked to participate in a visit once a year.</p> <p>Here are some of the activities which you may take part in on a visit:</p> <ul style="list-style-type: none"> • Review student output, such as examinations and coursework • Tour the laboratories/ facilities • Have discussions with academic staff, support staff and students

Document Control

	ECAP members are also required to review each visit report to provide comments and recommendation where needed, before it is sent to CAC for a final decision.
Time Commitment	7 days per year
What you get out of it	<ul style="list-style-type: none"> • Participating means you meet other professionals outside your local network to help with contacts and career progression as well as CPD. • Adopting our value of inclusiveness in our committee work means you are helping us work towards being a more diverse profession to better reflect a diverse community. • Involvement in accreditation visits provides you with an opportunity to influence and shape the education of the workforce for the future.
Support available	<p>Engineering Course Accreditation Panel is made up of a Chair and 6 members and when you join there will be members who have been on the panel for at least a year and will have gained experience through their time on the Panel. They will also have experience of higher education programmes, assessing courses and UKSPEC. There is a balance of industry and academic members as well to share insights from both perspectives.</p> <p>ECAP reports into the Course Accreditation Committee with members also experienced in accreditation who can offer support.</p> <p>Training and support will also be provided at the start of the role.</p> <p>In addition to this, you can access further support from IPEM National Office. ECAP works in conjunction with the IPEM Workforce Intelligence and Training Team: training@ipem.ac.uk.</p>

Eligibility Requirements

Membership	Be a Fellow or Full Member of IPEM and registered at either CEng or IEng level.
Experience	Preferable to have experience of higher education programmes and assessing courses and knowledge of UKSPEC.
Skills and Attributes	<p>An understanding of the educational requirements for CEng and IEng.</p> <p>An understanding of the principles of university course accreditation.</p> <p>Embrace IPEM's values of trusted, inclusive and progressive</p>