

Professional Registration Advisor – Role Overview

Volunteering Role	Professional Registration Advisor
Role synopsis and primary focus	To advise IfSE Members who are seeking professional registration on the Engineering Council's Register of Engineers and Technicians through IfSE.
Person requirements	Required to be a current IfSE member and hold professional registration with the Engineering Council.
Main Duties and Responsibilities	The primary responsibility of a Professional Registration Advisor (PRA) includes: <ul style="list-style-type: none"> • Advising applicants working towards registration. • Advising applicants applying for registration. • Advising applicants who have been requested to provide additional information following initial assessment. • Advising applicants preparing for their Professional Registration interview. • Advising applicants declined for registration, which may include advice about appealing the decision.
Period of Appointment	Appointment is continuous provided the required training remains up to date.
Time Commitment	To ensure currency in the role, you will need to commit to support a minimum of 4 applicants per year. You'll also need to attend an initial JRB training session before commencing the role and from there, a two-hour training session at least once annually.
Appointment	To apply, contact profdev@ifse.org.uk to request an application form for this volunteer activity.
Training	<ul style="list-style-type: none"> • Attendance at a JRB training session. • Mandatory revalidation training every 12 months. • Optional attendance at IfSE PRA Support Sessions. • PRA 'Buddy' assigned if required.
Point of Contact	INCOSE UK Professional Development Team profdev@ifse.org.uk