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|  | **Reference** | AAC-11-21 |
|  | **Role title** | Academic Accreditation Assessor |
|  | **Background** | The Welding Institute has a team of accreditors supporting accreditation of university Degree and Masters programmes. Accreditors are both senior academics and industrialists with significant expertise and knowledge in their field, who voluntarily support The Welding Institute to review and accredit programmes for Incorporated and Chartered registration status. |
|  | **Main duties and responsibilities** | * Represent The Welding Institute at academic accreditation visits. * Gather and review evidence to make an objective judgement regarding the suitability of courses for accreditation against Engineering Council specifications. * Contribute to open discussion in an open and constructive manner to support a team in achieving an agreeable outcome. * Be respectful and supportive to all individuals involved in an accreditation visit whether they be from our own institution, other PEIs or the Higher Education establishment. * Keep up to date with the latest Engineering Council and Welding Institute individual route procedures and regulations. * Share best practice and support opportunities for continuous improvement. * Where required, form an accreditation ratification panel to review and approve other accreditation visit reports conducted by other Academic Accreditation Assessors as per accreditation procedures. * Be able to confirm absence of conflict of interest. * Complete training and refresher training as required. * Abide by equality and diversity legislation. * Observe the proper duties of confidentiality regarding all accreditation documentation and communications. * To prepare for and conduct accreditation visits to the agreed timescales. |
|  | **Person Specification** | Academic accreditation assessors are expected to have experience in one or more of the following:   * External examining * Course leader / programme director position or with a leading role in course management or design * Members of institutional validation and/or review committee * Quality assurance agency auditing * Audit experience.   It would be desirable if you are familiar with the Engineering Council’s Accreditation of Higher Education Programmes (AHEP) standard for IEng and CEng, or the Approval of Qualifications and Apprenticeships Handbook (AQAH) for EngTech.  In addition, you will:   * Be professionally registered at CEng or IEng level. * Be able to interpret and apply guidance, information and standards * Have an understanding and commitment to The Welding Institute and its objectives * Have up to date CPD records |
|  | **Appointment method** | To apply, please complete an expression of interest form found on our website illustrating how you meet the role criteria and along with your CV, send this to theweldinginstitue@twi.co.uk. Forms will be reviewed by our Nominations Panel. |
|  | **Time commitment** | There is no fixed period of appointment. Volunteers are welcome to undertake the role as long as they wish, as long as they maintain their training to keep up to date with Engineering Council and institute policy and regulation. Volunteers may be asked to step down to make way for new appointments in order to keep the assessor pool aligned with the strategic goals of the institute. |
|  | **Reimbursement** | The role of accreditor for The Welding Institute is a voluntary position.  All travel, subsistence and accommodation expenses incurred from an accreditation visit will be reimbursed in accordance with The Welding Institute Expenses policy. |
|  | **Training** | All new Academic Accreditation Assessors will be required to attend a 1-day training event on the review process. To complete your training, you will be required to observe an Academic Accreditation visit which will be organised with you by institute staff.  Refresher Training will also carried out on an annual basis, including an annual observation visit. Resources to assist you in the role will be made available. |
|  | **Communications** | When undertaking this role, you can expect to receive:   * Email updates from the Qualifications & Training Regulatory Group and Skills, Education & Training Advisory Group. * Email requests to volunteer to be on an accreditation visit panel. * Email requests to form an accreditation ratification panel. * Email correspondence regarding accreditation visit arrangements. |
|  | **Benefits of volunteering** | * Gain an insight into good practice across the higher education sector; * Involvement will provide you with excellent CPD * You will be able to share your insights into the standards and assessment processes for professional membership and Engineering Council registration with your employer and colleagues. * You will be upholding professional standards in industry and academia. * You will have the opportunity to network with a range of professionals and academics in the engineering sector. |