A Guide for Volunteering with the Engineering Council

Welcome from the CEO

Welcome to our Guide for Volunteering with the Engineering Council.

Whether you are an existing or prospective volunteer, we would like to thank you so much for choosing, or considering, to give your time, skills, and energy to us as a volunteer and supporting the very important regulatory work of the Engineering Council.

This Guide has been designed to help you get the most from your volunteering experience by providing general guidance and information about the organisation, and the roles and responsibilities of our volunteers. It also covers our core values of fairness, integrity, and transparency.

As a self-regulated profession, our volunteers really are the lifeblood of the professional engineering community, undertaking those peer-to-peer activities that drive our work forward. Volunteers are at the very heart of our mission to deliver public benefit through the maintenance of our standards of competence and commitment, and our licensing of institutions to champion those standards.

The Engineering Council staff and I remain available to support you with your volunteering experience, which I hope you will find valuable and rewarding. Volunteers are more important than ever in our society, so I thank you again for taking the time to contribute to our work in supporting the engineering profession.

Paul Bailey
Chief Executive Officer

About Us

The Engineering Council was incorporated by Royal Charter in 1981 to regulate the engineering profession in the UK.

Our core purpose is to set and maintain the internationally recognised standards for the UK engineering profession, found in the [UK Standard for Professional Engineering Competence and Commitment](#) (UK-SPEC) and the [ICT*Tech* Standard](#).

We also set standards for recognised education and apprenticeships programmes, found in [Accreditation of Higher Education Programmes](#) (AHEP) and [Approval and Accreditation of Qualifications and Apprenticeships](#) (AAQA). Programme recognition (through approval or accreditation) confirms that degrees, apprenticeships and other qualifications meet the learning outcomes and/or competences set by the profession which support professional registration.

We also hold the national register of over 228,000 engineers and technicians who have been assessed against these standards and awarded one of our professional titles:

- Engineering Technician (EngTech)
- Incorporated Engineer (IEng)
- Chartered Engineer (CEng)
- Information and Communications Technology Technician (ICT*Tech*)

The award and retention of these titles ensures that employers, government, and wider society – both in the UK and overseas – can have confidence in the knowledge, experience and commitment of engineers and technicians on the register.

In addition, there are over 10,000 engineers and technicians on the national register classified as Interim Registrants, having registered their intention to work towards one of the professional titles above.

Our Mission

To maintain internationally recognised standards of competence and commitment for the engineering profession and to license competent institutions to champion the standards for the deliverance of public benefit.

Our Vision

That society continues to have confidence and trust in the engineering profession.

Our Values

At the Engineering Council, we always strive to act with:

- **Fairness**

  We are inclusive and equitable, working collaboratively with each other and external stakeholders.

- **Integrity**

  We act professionally, accountably, and ethically, so that engineers, the wider engineering community, and society can have confidence in us.

- **Transparency**

We are open and honest in everything we do, across all aspects of the organisation.

Principles

- **Selflessness** – volunteers should have respect for life, law, the environment, and public good.

- **Objectivity** – Volunteers must present and review theory, evidence and interpretation honestly, accurately, objectively, and without bias, while respecting reasoned alternative views.

- **Honesty** – Volunteers should always act in a reliable and trustworthy manner.

Governance

We are governed by our Board of Trustees, which is advised by several committees and panels and committees:

- Registration Standards Committee (RSC)
- Quality Assurance Committee (QAC)
- International Advisory Panel (IAP)
- Privy Council & Governance Panel (PCGP)
- Finance, Audit and Remuneration Panel (FARP)
- Building Safety Advisory Panel (BSAP)
- Education and Skills Advisory Panel (ESAP)

These committees and panels are made up of Engineering Council staff and volunteers from our licensees, and industry and/or education experts with support from Engineering Council staff.

The activities of the committees and panels may be supported by Working Groups (which complete a specific piece of work over a number of meetings), Task and Finish Groups (which are expected to complete a piece of work in a single meeting) and Forums (which meet to share good practice).

Volunteering with the Engineering Council

Volunteers play an important role in the Engineering Council. We do our best to ensure all our volunteers are made to feel part of the team, and hope that the experience is enjoyable and rewarding.

The time commitment for volunteering with the Engineering Council will depend on the panel or committee and the type of volunteer role, for example monthly or quarterly attendance at meetings, but volunteers will be expected to attend all meetings as necessary throughout their term of office (attendance can either be in person or remote).

Volunteer Roles

The different types of volunteering role available within the Engineering Council include:

Trustees

Our Board of Trustees governs all Engineering Council activities and oversees our various committees and panels.

Panel, committee, working group, task and finish group, and forum members

These groups have specific areas of focus such as registration and standards, licensing, governance, and others. They are made up of volunteers and staff from the wider engineering community, including industry representatives, employers, and academics.

Liaison Officers (LOs)

Liaison Officers are volunteers nominated by Licensees to participate in licensing oversight activities.

Honorary Associates

Honorary Associates are those individuals recognised by the Engineering Council Board as having provided exceptional support to the organisation.

Benefits of Volunteering

Volunteering with the Engineering Council offers an enriching experience, crucial for fostering professionalism in engineering and technology. If you have a strong passion for the profession, we invite you to join our adept and accomplished volunteer community, where you can serve as a representative embodying industry expertise and influence.

Here are some compelling reasons for getting involved:

- Enhances skills: participation aids in skill development, such as communication, presentation and leadership competences as well as project management, negotiating and influencing.
- Boosts employee engagement: volunteering cultivates a sense of pride and fulfilment among participants, and employees appreciate the opportunity to contribute.
- Builds a community of expertise: volunteers can share knowledge, skills and experience and support professionals in the engineering sector.
- Meet new people: volunteering offers a platform to establish new connections and expand your network, interact with individuals who share similar interests and also gives you the prestige of being an active member of the UK's regulatory body for the engineering profession.
- A sense of appreciation and belonging; volunteering involves collaborating with and assisting others as a cohesive unit, fostering invaluable life skills alongside professional development.

What can you expect from us?

When you volunteer with the Engineering Council, you can expect the following from us:

Induction and training

If appropriate we will provide you with a thorough induction on our work, our staff, and full responsibilities of your volunteering role. We will also provide any further training that may

be required as part of your role, including data protection, to meet the responsibilities of your role.

We will explain to you the standards and objectives we are aiming to meet in providing the Engineering Council's services, and how you can support us to achieve and maintain them. For some activities you may volunteer on behalf of your Licensed Professional Engineering Institution (PEI), or as a representative of another organisation in which case they may brief you on expectations. If volunteering as a representative of a Licensed PEI or other organisation you should expect to report back to and/or consult with your organisation to support your volunteering activity.

We will provide you with a staff member or team email, to act as your dedicated point of contact during your volunteering term.

We will do our best to be open and honest with you, and to help you develop your volunteering role with us.

Partner Portal

Our Partner Portal is a dedicated hub for our staff and volunteers, and provides access to resources including papers, workshop information, guidance, and other registration and Standards related information that is not included in our public website.

When you become a volunteer, you will be provided with login details to the site, giving you access to resources relevant to your specific role, as well as general information for all our volunteers.

Health and safety

We will provide you with a healthy and safe work environment while on our premises. A copy of our health and safety policy is available on our Partner Portal.

Data Protection

We will deal with all personal information that we collect or hold about you in accordance with the applicable relevant data protection legislation and our privacy policy, a copy of which is available on our Partner Portal.

We expect our volunteers to be compliant with applicable data protection legislation and will require proof of GDPR Awareness training prior to a volunteer commencing their duties. We will provide access to a suitable course if required.

Insurance

You will be provided with insurance cover for any injury you suffer or cause through negligence during your carrying out of your approved and authorised volunteering activities.

Equal opportunities and diversity

We are committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age, or sexual orientation.

We aim to provide a service that does not discriminate against its stakeholders in how they can access the services and goods supplied by the Engineering Council. We believe that everyone is entitled to be treated with respect and dignity.

<u>Expense Claims</u>

We will reimburse you for reasonable travel and subsistence claims that are submitted within three months of the attended event (unless you are attending on behalf of your Licensed PEI and claiming from them). An Expense Form and Expense Policy are available via the Partner Portal if you have access.

However, if you don't have access but would like a copy of either, please contact us at marketing@engc.org.uk.

<u>Concerns</u>

We will try to resolve any problems, complaints, or difficulties you may have while you volunteer with us fairly and quickly.

Volunteer Case Studies

Case studies detailing some of our existing volunteers' experience can be found on our website: www.engc.org.uk

If you would like to submit a case study for use on our website and other social media, please get in touch with our MarComms team: marketing@engc.org.uk

Volunteer Responsibilities

A full list of volunteer responsibilities and what is expected of you is available in the Volunteer Code of Conduct.

Continuing Professional Development (CPD)

It is expected that volunteers will adhere to the CPD Code of Practice, ensuring their competence remains up-to-date, including recording and reflecting on their ongoing learning.

Governance of the Engineering Council

Board of Trustees
The Board of Trustees is the governing body of the Engineering Council and is responsible for its activities. Through its executive Panels and Committees, it regulates the UK engineering profession and maintains the register of Chartered Engineers (CEng), Incorporated Engineers (IEng), Engineering Technicians (EngTech), and Information and Communication Technology Technicians (ICT*Tech*).

Contact: governance@engc.org.uk

Registration Standards Committee (RSC)
RSC has oversight of matters regarding the education, training and professional development of professional engineers and technicians. It is responsible for the standard of

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competence and commitment, and the underpinning knowledge and understanding requirements for professional registration.

Contact: professionalstandards@engc.org.uk

Quality Assurance Committee (QAC)
QAC is responsible for licensing PEIs where they are considered competent to assess candidates for professional registration, and recognition of programmes of learning.

Contact: licensing@engc.org.uk

Education and Skills Advisory Panel
ESAP is responsible for advising on matters related to the education and skills of engineers and technicians.

Contact: edskills@engc.org.uk

Finance, Audit and Remuneration Panel (FARP)
FARP has responsibility for keeping the financial management of the Engineering Council under review and advises the Board on all financial matters.

Contact: account@engc.org.uk

International Advisory Panel (IAP)
IAP is responsible for advising on matters that have an impact on the global recognition of Engineering Council standards and the international mobility of engineering professionals.

Contact: international@engc.org.uk

Privy Council & Governance Panel (PCGP)
PCGP is responsible for advising the Board and its Committees on matters relating to governance of the Engineering Council and in its capacity as advisor to the Privy Council.

Contact: governance@engc.org.uk

Building Safety Advisory Panel
The Building Safety Advisory Panel (BSAP) is responsible for advising the Engineering Council on building safety regulatory matters relevant to competence of engineering professionals.

Contact: professionalstandards@engc.org

Programme Recognition Forum
The Programme Recognition Forum (PRF) is a forum for discussion of matters related to recognition of programmes against the Engineering Council's Approval and Accreditation of Qualifications and Apprenticeships (AAQA) and Accreditation of Higher Education Programmes (AHEP) Standards.

Contact: edskills@engc.org

Licensed PEI Panel & Heads of Membership (HoM)
The Heads of Membership Forum is an event hosted by Engineering Council which provides an opportunity for the Heads of Membership and equivalent roles within Licensees to

discuss matters of common concern, share best practice, and provide feedback to Engineering Council on a range of matters.

Contact: professionalstandards@engc.org

Professional Development Advisory Panel
The PD Advisory Panel advises RSC on matters relating to Continual Professional Development and Initial Professional Development.

Contact: professionalstandards@engc.org

Note that some of the groups listed above may include as members Engineering Council staff, third parties, and other members who are not volunteers.

The Volunteer Cycle

Becoming a Volunteer

Volunteer roles usually become available in the following circumstances:

- Another volunteer's term of office concludes.
- An existing volunteer steps down from the role.
- The Engineering Council determines that additional volunteers are required.

When a Licensee is invited to provide a volunteer, they will nominate an individual and supply their contact details. Volunteers may also be sought from external organisations, Licensee staff, or individual advisors within the industry.

The nominee volunteer will be asked to provide details of their suitability for the role to support their nomination. Upon receipt of required documents, all nominations are subject to the Chair's approval. The Chair may also delegate approval to an appropriate person.

Should the Chair not approve the nomination, the Engineering Council will contact the Licensee and request another nomination, providing feedback as to why the initial nominee was not accepted.

Please note that the above nominations process depends on the individual panel or committee.

Induction and allocation

An induction session may be arranged for the volunteer, which includes a briefing on the role and a general background of the Engineering Council and its main functions / activities, specifically those related to the role.

Starting the role

Volunteers will be provided with information about the panel or committee into which they have been inducted. It may also be possible to arrange observation at the next meeting prior to the start of the term of office, depending on the panel or committee.

In their role, volunteers are acting on behalf of the Engineering Council:

- **Community/constituency**: When nominated by a Licensee or representative of a particular stakeholder community, volunteers will be a channel for the perspective of the licensee/community.
- **Conscience**: Volunteers bring their personal professional experience to the role. Where their personal view differs from that of their constituency, they should make clear when contributing whether this is a constituency or a personal position.
- **Cabinet**: Engineering Council decision-making is by consensus. It is not always possible to satisfy the interests of everyone. Once a decision is made it is important that all members of the group uphold that decision publicly, even if they disagree privately.

Terms of office / re-nominating volunteers

It may be possible to renew your panel or committee membership once your term has ended, but this will differ depending on the panel or committee. Please refer to the individual Terms of Office for full details.

Ending the role

Once the decision is made that a volunteer will stand down from their role, they must dispose of all sensitive documented information securely.

When the role ends, we will issue an exit questionnaire to enable us to understand what the volunteer did or did not enjoy about the role and allow us to continue to develop and improve how we manage and support our volunteers.