

1. Introduction

The Institution of Civil Engineers (ICE) undertakes accreditation activities under licence from the Engineering Council.

To carry out such work the Academic Qualifications Panel (AQP) relies heavily on assistance from a large team of experienced academics and practitioners from the industry, hereafter referred to as academic members and industrial members, respectively. The purpose of this document is to explain how you might be able to contribute to the work of the AQP and how you can register your interest in doing so with the Joint Board of Moderators (JBM) secretariat.

Further information about our accreditation activities can be found on our website. Our accreditation activities comply with the Engineering Council's requirements as defined in the 3rd edition of "*The Accreditation of Higher Education Programmes (AHEP)*" which is in line with the Engineering Council's *UK Standard for Professional Engineering Competence (UK-SPEC)*. Further information can be found at <http://www.engc.org.uk/standards-guidance/standards/>.

2. Eligibility Criteria

2.1 General Criteria

Anyone wishing to work with the AQP must:

- a) Be professionally qualified (EngTech, IEng or CEng) with the ICE;
- b) Confirm that they are willing to undertake accreditation-related work on a voluntary basis and, if invited to participate, have permission from their employer to undertake such work. If you are involved in an accreditation visit this will require a detailed review of the accreditation submission in advance of the visit followed by 3 days commitment to undertake the visit (inclusive of travelling time) and time to review draft visit reports after the visit. Visits to overseas universities are likely to take longer because of the longer travel distances.
- c) You will also need to undertake training sessions from time-to-time. Some of these may be held at the ICE or IStructE in London.
- d) You will also need to complete the ICE's on-line "Unconscious Bias" training.

2.2 Academic Member Criteria

Academic members invited to work with the AQP will normally be from a department, school or similar academic group running JBM or ICE-accredited programmes.

Academic members will preferably have experience of leading civil engineering activity as a head of school or department of civil engineering (or similar). Academics with experience of developing and managing accredited programmes (e.g. programme leaders) will also be considered.

A breadth of experience and knowledge of academic practice at different universities is also sought; this may be gained in several ways, e.g. by serving as an external examiner of UG and TPG degree programmes; through engagement with the main committee of the Association of Civil Engineering Departments (ACED); by serving as an external consultant advising on new civil engineering degree programmes or by serving as an invited external member of a quinquennial review panel (or similar internal review process).

2.3 Industrial Member Criteria

Industrial members invited to work with the JBM will typically have some experience of or responsibility for the training and professional development of graduate engineers as a supervising engineer or mentor; they may have experience of serving as a member (or chair) of the Industrial Advisory Board of a university running JBM or ICE accredited programmes or they may have experience of working at regional or national levels with one (or more) as a committee or panel member (or chair).

3. Registering your expression of interest in working with the ICE

If you are interested in working on accreditation activities, please send electronic copies of a covering letter and a copy of your CV to the accreditation team (email: degree.accreditation@ice.org.uk) indicating the following:

- a) Your full contact details including the name and address of your current employer

NOTES

- a) It is important to understand that registering your interest in working with the ICE does not guarantee that you will be invited to serve as a member of a visiting team.

- b) When deciding who to invite to support these accreditation activities, in particular, a number of factors need to be taken into account as indicated below:
 - i) How well your experience and expertise aligns with the needs of the AQP at the time of your expression of interest. By agreeing to leave your expression of interest on the ICE's database it is possible that you may receive an invitation to serve when a suitable vacancy arises; this may occur quite some time after you first register your expression of interest.

 - ii) The need to balance the composition of visiting teams including the need to address the gender imbalance and to respect diversity. When deciding on who to invite as an academic member it is important to ensure that there is no regional bias; that pre- and post-1992¹ universities are well represented; that universities delivering a range of Bachelors (IEng and CEng accredited), MEng and MSc programmes are represented.

 - iii) When deciding who to invite to serve as an Industry member, care is taken to seek a balanced representation from contractors, consultants and local, regional and national public sector organisations.

¹ These are still referred to by some as former polytechnics

