# **Individual Assessor Skills Audit**

The following should be filled out by each Assessor to identify the skills they bring to the organisation.

|  |
| --- |
| **Name** |

**Level of expertise: 1 = highly experienced, 2 = proficient, 3 = some experience, 4 = no experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skills, expertise, knowledge qualifications | Level of Expertise | | | | Comments |
|  | 1 | 2 | 3 | 4 |  |
| Occupational Competence in the Standard they will assess |  |  |  |  |  |
| Synoptic Assessment Experience |  |  |  |  |  |
| Personal CPD logs updated regularly |  |  |  |  |  |
| Chairing Standardisation meetings |  |  |  |  |  |
| Change management |  |  |  |  |  |
| Complaint resolution |  |  |  |  |  |
| Customer care |  |  |  |  |  |
| Experience of managing an appeals process for any appeals that arise from assessment decisions |  |  |  |  |  |
| Influencing |  |  |  |  |  |
| IT/systems |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| EPAO Quality Assurance Knowledge |  |  |  |  |  |
| Listening |  |  |  |  |  |
| Malpractice and maladministration |  |  |  |  |  |
| Communications |  |  |  |  |  |
| Experience of standard Assessment formats, Moderation and Standardisation of Scoring |  |  |  |  |  |
| Ability to design & develop, maintain & review Assessment Tools |  |  |  |  |  |
| Experience/Qualifications in Internal Verification & Quality Assurance Processes |  |  |  |  |  |
| Relationship management |  |  |  |  |  |
| Risk management |  |  |  |  |  |
| Safeguarding |  |  |  |  |  |
| Team development |  |  |  |  |  |
| Other (Specialist experience or qualification relevant to the Assessor role) | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |