# **Individual Assessor Skills Audit**

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

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| **Name**  Michelle Slater |

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

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| Skills, expertise, knowledge qualifications | Level of Expertise | | | | Comments |
|  | 1 | 2 | 3 | 4 |  |
| Occupational Competence in the Standard they will assess | x |  |  |  | Experience in all Standards currently assessed. |
| Synoptic Assessment Experience | x |  |  |  | Currently EPA experience with TQUK and CMI. |
| Personal CPD logs updated regularly | x |  |  |  | Full CPD log regularly updated |
| Chairing Standardisation meetings | x |  |  |  | Previous full-time job and currently with B2W and NEC |
| Change management | x |  |  |  | Previous full time role and adapting to self-employment |
| Complaint resolution | x |  |  |  | Previous full time role |
| Customer care | x |  |  |  | Previous full time role |
| Experience of managing an appeals process for any appeals that arise from assessment decisions |  | x |  |  | Working with various awarding bodies and current role as EQA with OCNW |
| Influencing | x |  |  |  |  |
| IT/systems | x |  |  |  |  |
| Leadership | x |  |  |  |  |
| EPAO Quality Assurance Knowledge | x |  |  |  | Currently EPA experience with TQUK and CMI. |
| Listening | x |  |  |  | Currently EPA experience with TQUK and CMI. |
| Malpractice and maladministration | x |  |  |  | Working with various awarding bodies and current role as EQA with OCNW |
| Communications | x |  |  |  |  |
| Experience of standard Assessment formats, Moderation and Standardisation of Scoring | x |  |  |  | Currently EPA experience with TQUK and CMI. |
| Ability to design & develop, maintain & review Assessment Tools | x |  |  |  | Currently EPA experience with TQUK and CMI. |
| Experience/Qualifications in Internal Verification & Quality Assurance Processes | x |  |  |  | Previous full-time job and currently with B2W, NEC, TQUK and OCNW |
| Relationship management | x |  |  |  |  |
| Risk management | x |  |  |  |  |
| Safeguarding | x |  |  |  | CEOPS trained in previous full-time role |
| Team development | x |  |  |  | Previous full-time job and currently with B2W and NEC |
| Other (Specialist experience or qualification relevant to the Assessor role) | | | | | |
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