# **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**Maria Thomas |

 **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  |  |  |  |  | Previous Roles: Retail Management/ Apprenticeship Assessor/ Apprenticeship Team Manager/ Service Delivery Manager(Apprenticeships) – Business Administration/ Customer Service/ Management/ Retail/ Project Management |
| Synoptic Assessment Experience |  |  |  |  | Service Delivery Manager |
| Personal CPD logs updated regularly |  |  |  |  | Assessor/ Apprenticeship Manager/ Service Delivery Manager and EPA |
| Chairing Standardisation meetings |  |  |  |  | IQA Role  |
| Change management |  |  |  |  |  |
| Complaint resolution |  |  |  |  | Apprenticeship Manager / Service Delivery Manager  |
| Customer care |  |  |  |  | Assessor/Service Delivery Manager/EPA |
| Experience of managing an appeals process for any appeals that arise from assessment decisions |  |  |  |  | As an IQA and Service Delivery Manager |
| Influencing |  |  |  |  |  |
| IT/systems |  |  |  |  |  |
| Leadership |  |  |  |  | Previous management roles |
| EPAO Quality Assurance Knowledge |  |  |  |  | EPA for Innovate Awarding from August 2019 |
| Listening |  |  |  |  |  |
| Malpractice and maladministration |  |  |  |  | IQA Role and as an Assessor/EPA |
| 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 |  |  |  |  | Qualified and experienced IQA |
| Relationship management |  |  |  |  | Service Delivery Manager  |
| Risk management |  |  |  |  |  |
| Safeguarding |  |  |  |  | Member of Safeguarding Board – Just IT |
| Team development |  |  |  |  | Assessment Team Manager  |
| Other (Specialist experience or qualification relevant to the Assessor role) |
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