# **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**Janette Landon  |

 **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 |  |  |  | Refer to CPD  |
| Synoptic Assessment Experience | x |  |  |  | Written assignments to include multiple units. |
| Personal CPD logs updated regularly | x |  |  |  | Updated as per standard requirements  |
| Chairing Standardisation meetings |  | x |  |  | Previous experience as lead IV |
| Change management |  | x |  |  | Part of most job roles  |
| Complaint resolution |  | x |  |  | As part of previous jobs, Could be related to  |
| Customer care | x |  |  |  | Part of every job role |
| Experience of managing an appeals process for any appeals that arise from assessment decisions |  |  | x |  | Some experience  |
| Influencing | x |  |  |  | Part of every job role |
| IT/systems |  | x |  |  | Know what I need to know  |
| Leadership | x |  |  |  | Held senior positions  |
| EPAO Quality Assurance Knowledge | x |  |  |  | Experience in numerous job roles at various levels  |
| Listening | x |  |  |  | Part of life and most job roles |
| Malpractice and maladministration |  |  | x |  | Mainly when challenging plagiarism  |
| Communications | x |  |  |  | All types, all levels  |
| Experience of standard Assessment formats, Moderation and Standardisation of Scoring | x |  |  |  | As part of numerous job roles  |
| Ability to design & develop, maintain & review Assessment Tools | x |  |  |  | As part of numerous job roles  |
| Experience/Qualifications in Internal Verification & Quality Assurance Processes | x |  |  |  | Part of SV and LIV duties  |
| Relationship management | x |  |  |  | Part of most job roles  |
| Risk management |  |  | x |  | As part of some job roles |
| Safeguarding | x |  |  |  | Ongoing, safeguarding and radicalisation trained |
| Team development | x |  |  |  | Part of most job roles  |
| Other (Specialist experience or qualification relevant to the Assessor role) |
|  |  |  |  |  | CIPD associate  |
|  |  |  |  |  | Refer to CV for others  |