# **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:**Clare Chambers |

 **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 |  |  |  | I have developed, assessed and EPA-ed JCP3 and DM3 standards in addition to industry experience.  |
| Synoptic Assessment Experience | X |  |  |  | I have written synoptic examinations and mock projects, as well as assessed them.  |
| Personal CPD logs updated regularly | X |  |  |  | Continually updated with new qualifications and CPD.  |
| Chairing Standardisation meetings |  | X |  |  | Experience in past roles but attendance only required in the past year.  |
| Change management |  |  | X |  | Some experience on the Lead IQA side. Particularly in response to Ofsted and auditing feedback.  |
| Complaint resolution |  |  | X |  | Handled resits and resubmissions but not been faced with many complaints procedures in my period of service.  |
| Customer care | X |  |  |  | I am experienced in customer facing FE services: employer engagement, quality assurance of apprenticeships and consulting.  |
| Experience of managing an appeals process for any appeals that arise from assessment decisions |  |  | X |  | Not been faced with this situation yet.  |
| Influencing | X |  |  |  | Industry leader, former curriculum lead and ongoing work as a subject matter expert for both FE and corporate education programmes, including DotNative, CIM and Squared Online which are popular knowledge module certifications for DM3.  |
| IT/systems | X |  |  |  | Advanced IT skills.  |
| Leadership | X |  |  |  | Experienced entrepreneur/business owner in addition to past employed roles in apprenticeships sector.  |
| EPAO Quality Assurance Knowledge | X |  |  |  | I have worked with EPAOs in various capacities; content production, assessment design, MCQ writing, mock project writing, EPA,  |
| Listening |  | X |  |  | Good (according to peer feedback) but can always be improved.  |
| Malpractice and maladministration |  |  | X |  | Awareness of practices and theory as a result of qualification processes. But, thankfully no experience of it in practice yet.  |
| Communications | X |  |  |  | Usually one of my strengths as a proactive and business development oriented professional. Can always be improved.  |
| Experience of standard Assessment formats, Moderation and Standardisation of Scoring | X |  |  |  | 6 years assessor and external examiner experience across a range of FE and corporate qualifications L3-6 |
| Ability to design & develop, maintain & review Assessment Tools | X |  |  |  | This was my main business offering over recent years, and I have produced assessment materials in every FE role.  |
| Experience/Qualifications in Internal Verification & Quality Assurance Processes | X |  |  |  | Currently studying further education courses in assessment and educational leadership. Qualified EPA, IQA and TAQA.  |
| Relationship management |  | X |  |  | Key part of all of my professional roles but always an area for improvement.  |
| Risk management |  | X |  |  | Understanding of key principles. Implemented into EPA and IQA strategies  |
| Safeguarding | X |  |  |  | I keep CPD up to date.  |
| Team development |  | X |  |  | I have managed remote teams through my businesses. Less experience of team management in employed scenarios.  |
| Other (Specialist experience or qualification relevant to the Assessor role) |
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