

ROLES AND RESPONSIBILITIES OF THE ASSESSOR

In line with the requirements of the L&D9 D1 Unit it is the responsibility of the assessor to determine whether the candidate is ready to plan their assessment. The assessor should work with candidates to identify any gaps in knowledge and skills before starting assessment. This is crucial in ensuring candidates are in the right role and can generate evidence. This approach will also ensure support to those candidates, who may need additional time, to reach the required level of competence.

*In brief assessors **must** ensure candidates are ready for assessment.*

The assessor is the key to the assessment process. All assessors must:

be occupationally competent and experienced. This means that each assessor **must** be capable of carrying out the functions covered by the units they are assessing to the standard described within them, according to current sector practice

and

take responsibility for maintaining and improving their knowledge and skills. This should be credible and maintained through clearly demonstrable continuing professional development appropriate to the area of assessed practice. It is expected that learning and development activity will contribute to professional development, inform practice and assist assessors to meet their roles and responsibilities in an informed, competent and confident manner

and

hold a registrable qualification acceptable to the SSSC for the area and level of practice being assessed. This applies to those who are registered or eligible for registration with either the SSSC **or** working predominantly in the social services sector

and

have knowledge and experience of the regulation, legislation and/or codes of practice applicable to their role and the setting within which they work. For those within the social service sector this will include the SSSC Codes of Practice

and

have knowledge and experience of national standards at the time assessment is taking place

and

be able to assess holistically the values contained and embedded in National Occupational Standards

and

take the lead role in the assessment of observed candidate performance in relation to the Mandatory units of the award

Assessors must hold or be working towards, an assessor qualification deemed appropriate by the qualification regulator. Achievement of assessor qualification needs to be within appropriate timescales. Assessors, who are working towards an appropriate assessor award and have the necessary occupational competence and experience, as identified above, should be supported by an appropriately qualified assessor.

Appropriately qualified assessors must review and countersign decisions and activities.

Appropriately qualified assessors must hold the following:

occupational competence across some units

and

a relevant occupational background

and

an appropriate assessor qualification

As an Assessment Centre all assessors are accountable to the Training Manager and will be required to support candidates and the assessment centre in the following:-

- Explain the assessment process and interpret 'jargon' if necessary
- Explain the people involved in the assessment process and their respective roles
- Support candidates in planning for assessment
- Advise on suitable activities and work practice to use as evidence
- Agree timescale for evidence to be completed for assessment
- Make safe, fair, valid and reliable decisions about the candidate competence against the agreed standards
- Provide constructive feedback on performance promptly, giving clear explanations about your assessment decisions
- Maintain records in accordance to the Assessment Centre's documentation
- Involve the Internal Verifier in the assessment process
- Attend Standardisation Meetings
- Contribute to the Assessment Centre's agreed quality assurance process

