

## Personal Statement Guidance

- This note supports the guidance given as part of the application form.
- Your personal statement should be no more than 500 words, if possible and should be on a single page with 1.5 line spacing, and font size 11 is sufficient, but should be no smaller.
- Please make sure you include your name and the date.
- All Personal statements are treated confidentially and only shared with the Assessors Guild admissions team.

### How we use the Personal Statement

We will use your personal statement to help make the application process more efficient and better suited to your personal experience and expertise. It is used to inform the professional discussion stage of the process and to help you draw our attention to competences, skills, expertise and experiences that you have in relation to particular professional standards that may not be obvious or explicit in other evidence provided.

By targeting the personal statement at areas of the Assessors Guild standards that are not already addressed by your formal assessor qualifications and other evidence provided we can:

1. See how all the standards are met by you in your submission
2. Produce testimonial requests that are specifically targeted to strengthen your application and your chances of success
3. Use this information to inform aspects of the professional discussion

### What to put in your professional statement

Look at what your other evidence is telling us about your competence, experience and expertise, your:

- CV tells use about you career history and formal qualifications
- Current job description about what you do at work
- Assessor qualifications will tell us what Assessor Guild professional standards you have already demonstrated elsewhere (and we will accept this as sufficient proof assuming the assessor qualification is relatively recent and is actively used), Remember, you will be able to find evidence of how the various assessor credentials (CAVA, A1 & V1 units etc map to the Assessors Guild standards on our website). We take proof of certification for key assessment awards and certificates as sufficient evidence of competence for the standards that are directly covered by the award or certificate. Note that during the pilot phase not all appropriate assessor awards and certificates have been mapped.
- Line manager/employer reference tells us that you are performing in post and meeting expectations
- Continued Professional Learning log tells us that you actively refresh and keep your assessor and occupational knowledge current
- Code of Conduct tells us that you actively work to a set of expectations compatible with the role of assessor

We need you to make an assessment about which areas of the Assessors Guild professional standards may be insufficiently addressed and use the personal statement as an opportunity to show how you meet these standards.

You should also use the personal statement as a reflective piece of writing discussing areas of interest and professional concern.

This guidance is 500 words and in the correct line spacing to give you an understanding of how we would prefer your personal statement to be presented.