

The Assessors Guild

Frequently Asked Questions

V2 - 17/07/18



How should I choose people as sources of testimonials in support of my application?

We use testimonials to help us verify those professional standards that are not explicitly addressed by other forms of evidence. We make a judgement about the sufficiency of the evidence you submit as part of your application and then ask your named people to offer testimonials on your ability to meet particular standards. This way we avoid blanketed statements of general competence and ability instead focusing the efforts of your testimonial writers on specific standards.

This means you should select people able to comment confidently on your assessment competences and expertise, and they should have first-hand experience of your assessment work. Once we have reviewed your initial submission for Registered Practitioner status, we will issue bespoke testimonials to both named people.

During the pilot phase of the process we operated two approaches:

1. Some testimonial requests were sent out prior to the professional discussion taking place to inform the discussion
2. Other testimonial requests were issued after the professional discussion, and the discussion was used to inform the nature of the testimonial sent out. To ensure your application is efficient, you should make sure that the people named as a source of testimonial know that you have named them. Also, please ensure you have an up to date and frequently used email address for them.

What should be in the reference sent?

We will use the reference to verify that your work performance meets:

- the expectations set out in the Code of Conduct
- Fulfils the requirements of the job description sent
- Provides an indication of your performance in your assessment role

You are free to decide whether the reference is sent in as part of your overall submission (if so, we notify the reference provider that the reference has been safely and securely lodged with us) or can have it sent in directly from your referee. If your reference is being sent in separately and directly from your referee, please make sure that you are clearly identified on the reference and that the referee knows what to include in the reference.

You can use your referee as a named person for the testimonials as well.

Do you have a template for obtaining references?

Yes, we have developed a simple and efficient template that you may give to your referees to complete. It is designed to save them time and they can either send it directly to us or you can include it with your completed application.

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How long will the application process take?

We have been informed by the pilot to help us establish a reasonable, efficient and sustainable service level and so are setting a 28-working day window to see if this is a suitable period of time.

What type of code of conduct should I include?

We anticipate that most employed assessors will have a suitable code of conduct that they are asked to work to. We are aware that some work places may have other procedures or requirements and where this is the case these can be used. We are looking for some procedural or operating framework that drives professional behaviours appropriate to the role of the assessor and the assessment process. Professional codes of conduct and/or practice from other sources that drive your assessment behaviours are also appropriate.

Can I have prior learning and certification recognised?

Yes. During the pilot we trialled an APL process that recognised assessment achievement in the form of regulated certificates and awards. We are building up a picture of how the CAVA, TAQA, A and V units and other suitable qualifications relate to the Assessors Guild standards, and assuming these are relatively recent, and actively used we will be taking these achievements into account. Only some of the awards and certificates have been mapped against the standards so far but we will be building up and using a much fuller account of how all accepted awards and certificates relate to the Assessor Guild standards through the course of the pilot.

I have completed a Membership form, do I still need to complete the Registered Practitioner application too?

No – There are four individual membership grades, select the application form that you feel best suits your knowledge and skills.

I note that the observation report should have personal details redacted. Is this the case also for the Job Description?

Yes please – redact any personal information.

Can you also please confirm that I do not need to include both a Job Description and a Code of Conduct if I am already a Fellow of another membership body?

If you are already a Fellow of another membership body, their codes of conduct would be relevant to this application.

Please include a job description too if available.

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Have you mapped the new TAQA Level 4 EQA Certificate in the same way you have done the D and A and V units?

Yes – please refer to the website for all mapping documents.

How far back does the CPD need to go?

At least 1 year is preferential.

Can I become a Fellow without the RP/MP process?

Yes, once your application is submitted – The Assessors Guild may decide to award you straight to become a Fellow depending on your credentials and work history.

I am a freelance consultant and have a few clients and roles currently. If I include all my current contracts, this sets my CV at 3 pages. Is that a problem?

This will be accepted.

Code of Conduct – I am working to 4 different codes of conduct. Do you want them all?

The Assessors Guild would like a minimum of two codes of conduct please.