NET Independent Assessor Registration Policy

Document History

Version History

Issue Date	Author	Summary of changes	Date of next review
21/02/2016	J Dicken	Reviewed	21/02/2018
09/11/2017	J Dicken	Added AM2S	09/11/2018
01/11/2018	J Dicken	Updated	01/11/2019
12/07/2019	W Lockyer	Revised content	12/07/2020

This policy supersedes any current or existing policies for the monitoring and quality assurance of NET Licensed Assessment Centres.

Contents

1   Process for the Registration of Licensed Assessors

All of NET's Assessments of Occupational Competence (AOC) and End Point Assessments (EPA) may only be delivered by licensed independent assessors – individuals who have been approved by NET to deliver one or more of the AOC/EPAs that NET offers.

The number of independent assessors licensed at each assessment centre, is dependant on the number of assessment bays and assessments that the centre conducts per year.

The process for registration of an independent assessor is:

1. The centre submits a copy of the proposed independent assessor's CV and all relevant certificates to NET.
2. NET will assess the application and, if approved, will contact the centre so that training/induction may be arranged. If an application is not approved, it will be communicated to the centre.
3. All approved independent assessors will attend a 2-day initial training programme developed and delivered by appropriate NET staff which will also include an induction.
4. After satisfactory completion of the 2-day initial assessor training programme the provisional assessor will observe a current independent assessor in their own centre or another centre nominated by NET for a minimum of 1 week.
5. Following this, the provisional independent assessor will be observed and assessed by NET staff (Technical Development Manager/IQA) as they carry out 2 full assessments in their centre. An assessor login will be provided to allow them to carry out the marking of assessments, on the NET Marking & Management System (MMS).
6. After the observed assessment feedback will be given and if the provisional independent assessor has demonstrated full compliance and understanding of the process for delivering the AOC/EPA assessment, the NET representative (TDM/IQA) shall confirm that the new provisional assessor has satisfactorily completed this process and can commence the probationary period. If unsuccessful then further observations will be carried out, but may involve additional costs to the centre.
7. All independent provisional assessors must complete a probation period where the first 20 assessments they assess are monitored by NET's representative (TDM/IQA) by means of the MMS system, carrying out a desktop validation of the assessments as part of the internal quality assurance strategy. Any failure to maintain NET's required standards and processes for assessing the AOC/EPA assessment will result in the assessor receiving a support visit arranged by NET. This visit may result in additional observation and a performance review. It may be necessary for the provisional independent assessor to repeat their training and probation period with the provisional independent assessor suspended from marking further assessments until that remedial process has been satisfactorily completed.

Centres will be charged for any visits made by NET staff and for any additional training required in these circumstances.

2   Assessor Criteria

In order to apply as an independent assessor, the criteria identified below must be met:

- Technical qualifications and experience as listed in Appendix 1

- Assessor award or working towards gaining within 6 months

- Current first aid qualification

- Knowledge of the assessment centre's emergency procedures and practices

- Knowledge and understanding of NET's centre licensing requirements

- Knowledge and understanding of the assessment procedures and equipment

- Management of assessment and candidate scheduling

- Be conversant with the relevant Assessor Guidance Manual

- Be conversant with the relevant Candidate Guidance Manual

- Knowledge and understanding of NET's administration requirements

- Independent Assessors will not be involved with the training, delivery, assessment or management of apprentices following an apprenticeship standard or framework.

- Independent Assessors will not be involved with the training, delivery, assessment or management of any programme that requires this AOC or EPA as a measure of competence for the respective industry

All assessors are required to maintain a Continuing Professional Development (CPD) log, acknowledge and comply with the Centre License Agreement, attend standardisation events provided by NET, manage any qualifications that have the ability to expire, assist with any NET representative on any NET matter. This will be monitored as part of the IQA process.

3   Contact Us

If you have any queries about the contents of this policy, please contact NET on 0207 250 8510 or via email to info@netservices.org.uk or submit in writing to NET, CAN Mezzanine, 49-51 East Road, London, N1 6AH.

4   About NET

National Electrotechnical Training (NET) is an independent charity (Registered charity number: 1068863), which provides End Point Assessments for apprenticeship standards and assessments of occupational competence (AOC) in support of industry recognised qualifications utilised by the electrical installation, electrical maintenance and electrical engineering industries throughout the UK.

More information about NET and its activities can be found on our website: www.netservices.org.uk

5   Equality and Diversity

A copy of our policy statement is available on our website.

6   Appendix 1

AOC/EPA	Minimum Technical Qualifications
AM2	NVQ Level 3 Installing and Commissioning Electrical Systems and Equipment <u>or</u> C&G 2360 Part 2 Certificate or An industry recognised equivalent of either of the above. Plus, a minimum of **5 years'** industry experience post-initial technical training or apprenticeship ***Hold a current ECS Registered Electrician card at Approved Electricians Grade or Electricians grade card and a level 3 testing qualification.** Note: Additionally, Assessors must hold: • A recognised qualification relating to knowledge and understanding of the current edition of BS 7671: Requirements for Electrical Installations, (IET Wiring Regulations) including amendments. *There may be occasions where an ECS card has not been issued in this case enquire to NET through your Centre.
AM2S	NVQ Level 3 Installing and Commissioning Electrical Systems and Equipment <u>or</u> C&G 2360 Part 2 Certificate or An industry recognised equivalent of either of the above. Plus, a minimum of **5 years'** industry experience post-initial technical training or apprenticeship **Hold a current ECS Registered Electrician card at Approved Electricians Grade or Electricians grade card and a level 3 testing qualification.** Note: Additionally, Assessors must hold: • A recognised qualification relating to knowledge and understanding of the current edition of BS 7671: Requirements for Electrical Installations, (IET Wiring Regulations) including amendments.
FESS	• Minimum 3 years recent industry experience, post training, in the areas being assessed (this will be documented and reviewed) • Complete NSI Product Audit Course (or SSAIB alternative) Or • If this training has been completed within the last 5 years, provide evidence of having carried out 2 audits within the last 12 months which have been signed off by the company's Internal QA department as meeting the standard required. • Complete the Knowledge Online Test of the EPA with a Distinction pass mark • Training in Assessment of the Structured Discussion • Plus, additional courses to fill any specific technical gaps.

7   Typical Assessor Training Programme*

Day 1	2 Day Initial Assessor Training Programme 1. Introduction to NET Team 2. NET Systems 3. Assessment Delivery 4. Assessor Manual 5. Candidate Manual
Day 2	6. Standardisation & Marking 7. Fall Back Tests 8. Appeals 9. Marking Errors 10. Assessor Marking Activity
	Observed Assessment in Own Centre 1. Assessor setting up the centre and preparing the candidate's assessments. 2. Candidates induction to centre. 3. Assessor following the assessor and candidate's manuals to complete different sections with candidates 4. Assessor marking documentation and sections for each candidate correctly following the assessor manual. 5. Assessor setting up the on-line exam for candidates 6. Assessor marking assessments for candidates correctly using the NET system. 7. Assessor has assessed a minimum of 2 assessments correctly.

*This format and content may be changed without prior notice, due to NET continuous improvement and only acts as a guide.

8   Independent Assessor Registration Document

Part 1 to be completed by NET (TDM/IQA)

Assessor's Name: ....

Centre: ....

Type of Assessment: ………………………………………………………………..

The information given below relates to the above-named person meeting the criteria determined by National Electrotechnical Training, for individuals registering as Assessment of Occupational Competence/Independent End Point Assessment Assessor.

Criteria	Date verified	Signed (NET TDM/IQA)
Minimum Technical Qualifications: As listed in Appendix 1		
Industry Experience: As listed in Appendix 1		
First Aid Qualifications: The assessor has a current first aid certificate which is compliant with the 1981 First Aid Regulations		
Assessor Qualification: The assessor has or is working towards and will complete within 6 months a qualification in the theory of assessment.		

Actions and date completed
Notes

Part 1 complete Signed (NET TDM): …………………………

TDM/IQA Name: ……………………..   Date: ……………..

Part 2 to be completed by NET (TDM/IQA)

Assessor's Name: ....

Centre: ....

Type of Assessment: …………………………………………………………..

The information given below relates to the above-named person meeting the criteria determined by National Electrotechnical Training, for individuals registering as Assessment of Occupational Competence/Independent End Point Assessment Assessor.

Criteria	Date verified	Signed (NET TDM/IQA)
The assessor is conversant with: NET's Centre Licensing Documents NET's Assessor Guidance Manual NET's Candidate Guidance Manual NET's Candidate Self-Assessment Checklist		
Assessment Equipment and Material: The independent assessor is familiar with the equipment, material and accessories used in the assessment.		
Assessor Two Day Training Programme: Introduction to NET Delivery Team NET Systems Assessment Delivery Assessor Manual Candidate Manual Standardisation & Marking Appeals Marking Errors Fall Back Tests Assessor Marking Activity		

Feedback from NET (TDM/IQA)

Feedback from Provisional Independent Assessor

Notes

Part 2 complete Signed (NET TDM/IQA): …………………………

TDM/IQA Name: ……………………..   Date: ……………..

Part 3 to be completed by NET (TDM/IQA)

Assessor's Name: ....

Centre: ....

Type of Assessment: ……………………………………………………………..

The information given below relates to the above-named person meeting the criteria determined by National Electrotechnical Training, for individuals registering as Assessment of Occupational Competence/Independent End Point Assessment Assessor.

Criteria	Date verified	Signed (TDM Manager)
Assessment Centre's Emergency Procedures and Practices: An Induction and familiarity programme have been completed.		
Observed Assessment Covering: 1. Assessor setting up the centre and preparing the candidate's assessments. 2. Candidates' induction to centre. 3. Assessor following the assessor and candidate's manuals to complete different sections with candidates 4. Assessor marking documentation and sections for each candidate correctly following the assessor manual. 5. Assessor setting up the on-line exam for candidates 6. Assessor marking assessments correctly for candidates using the NET system. 7. The assessor has assessed a minimum of 2 assessments. Assessment no's…………………………		

Assessments Observed The assessor has been observed on the following 2 assessments with no issues or concerns Assessment no's ………………………..		

Actions/Notes

Part 3 complete Signed (NET TDM/IQA): …………………………………

TDM/IQA Name: …………………………….   Date: ………………………