

# Your role as an Authorised Person



If you've been asked to be an 'Authorised Person' for someone undertaking their Experienced Worker Assessment, here's some more information to help you understand what it's all about.

## What is an Authorised Person?

In the context of the Experienced Worker Assessment, the Authorised Person is someone who will review a candidate's uploaded workplace evidence and confirm to NET that it's their own work.

## Why do I have to do this?

The candidate is being asked to demonstrate they meet the industry Level 3 standard.

Whilst we are asking for video evidence that shows the candidate carrying out the work, the additional Authorised Person verification is part of NET's quality assurance measures to enhance the robustness of the digital assessment and ensure the candidate has additional verification of their work before it is assessed by NET.

In a normal work environment, it should be standard practice for a supervisor to oversee the work of others, so the EWA process for a secondary person to verify the work of the candidate fits alongside this.

## Do I need to be qualified to a particular level?

The candidate has been asked to nominate an authorised person who is technically competent in the process or skills they are providing testimony for, to at least the same level of expertise or higher level than the candidate.

You could be a team leader, supervisor, colleague, manager or other suitable person (e.g. an independent auditor) who may be regarded as a suitable witness to their competency. If the candidate is self-employed, it could be another engineer they work with, or a manager within a firm they sub-contract to, for instance.

If you are nominated to be an Authorised Person NET will make checks before the candidate's application is approved including making contact with you and reviewing your details.

If you are a colleague, we will also check with a senior manager or the candidate's employer that you are an appropriate Authorised Person.

You will be asked to upload an ECS card or other work-related ID to be reviewed during NET's quality assurance checks.

## How do I verify the work?

Once the candidate has uploaded their workplace evidence, you will be given login details to the 'NETAssess' system where you will find the candidate's files. You will be asked to view the evidence and confirm that this work has been carried out by the candidate and no-one else. If you are not confident that it's the candidate's work you have the option to refer the evidence; the candidate will then have to re-submit before they can proceed.

## What happens next

If you are nominated to be an Authorised Person, NET will contact you with further details. You will have to provide further information about yourself and sign a declaration form. NET will make all relevant checks and, if approved, you will be given access to the NETAssess system once the candidate has uploaded their evidence.

**For more information about the EWA process visit [www.netservices.org.uk/fess-ewa](http://www.netservices.org.uk/fess-ewa)**