



## **Assessment Team Member Qualification and Registration**

The ECITB Awarding Organisation reserves the right to register and approve an Approved Centre's assessors, internal quality assurers and expert witness advisers (EWAs) and will use the appropriate Standards Setting Body's (SSB) Assessment Strategy to determine if the applicant is occupationally competent to assess or quality assure the relevant qualifications.

### **Registration and Approval of Assessors and Internal Quality Assurers**

#### *Stage 1 – Registration*

Approved Centres must complete a VQ002 'Application for registration of accredited assessors, internal quality assurers or expert witness advisers' form for each assessor or internal quality assurer they wish to register. The form is to be submitted with the applicant's CV describing their experience, background, qualifications, and position held within the company and sent to the ECITB VQ administrator.

Where an assessor/internal quality assurer application is received for an individual that is already registered at another ECITB Approved Centre, the ECITB VQ administrator will establish the applicant's current workload before the new application is processed. Where it is found that the applicant's current workload is of a sufficiently high volume that approving a second registration would be detrimental to the assessment of existing candidates, the application will be refused. The application will be reconsidered at such a time when the applicant has the capacity to fulfil all allocated assessment obligations in accordance with the prescribed assessment guidance.

Should the applicant be deemed not to be occupationally competent, the ECITB VQ administrator will notify the centre within fifteen working days of the original receipt and request further evidence demonstrating that the individual is indeed occupationally competent.

If after reviewing this additional evidence the approving authority is still not satisfied, the centre will be asked whether or not it wishes to pursue the application further. If it does then the applicant can sit a trade test based on the underpinning knowledge and understanding of the qualifications they wish to assess or quality assure. This will be carried out under controlled conditions administered and invigilated by the Awarding Organisation.

If the individual passes the test then they will be registered; if not the centre will have the option to appeal against the decision as detailed in the Appeals Policy.

Where an application meets the requirements of the Awarding Organisation, the assessor/internal quality assurer will be allocated a registration number (please refer to samples listed below) and their details entered on the VQ database. The Approved Centre will be notified of the registration within fifteen working days of the original receipt.

#### *Stage 2 – Approval*

All newly registered assessor/internal quality assurers must be inducted into ECITB assessment/quality assurer procedures before commencing their duties and being allocated the assessment materials. The induction course can be delivered by established Approved Centres or by an assigned ECITB External Quality Assurer.

## Some Examples

An assessor or quality assurer who has been registered for VQs but has not completed an Approved Centre induction course (ACIC) will be given a registration number with no prefix, e.g. "375". No assessment or quality assurance activity can be done until induction is achieved.

"NQT375" means that the person is a trainee assessor and has completed an ACIC course.

"NQV375" means that the person is a trainee quality assurer and has completed an ACIC course.

"NQ375" means that the person is a qualified assessor or quality assurer and has completed an ACIC course as appropriate

The assessor registration number is unique to that assessor and should be used irrespective of the Approved Centre for which the assessor is undertaking assessments.

A trainee assessor/internal quality assurer has to achieve their appropriate current assessor/quality assurer qualification within 18 months of being registered. The Approved Centre must notify the Awarding Organisation when the approved qualification has been achieved and provide a copy of the certificate.

Approved Centre registered expert witness adviser (EWA):

An expert witness adviser (EWA) can only carry out direct observation of candidates where the assessment requirements allow and where the practicalities and/or costs of having an assessor available to observe the candidate at work are prohibitive or impracticable **and use of EWA has been authorised by the ECITB External Quality Assurer**. There is an established assessment protocol to be followed, as described in the assessment guidance.

N.B. expert witness advisers are **not required** to hold **assessor** qualifications

The procedure is;

- Approved Centres must inform their external quality assurer via e-mail when an EWA is to be used for observational performance evidence. All relevant details of the observation procedure must be included within the email to the external quality assurer, i.e. centre number, internal quality assurer name, assessor name, EWA name, candidate name, site name, etc.
- The EWA must be a person who meets specific criteria regarding their status within the organisation and must be someone to whom the candidate works and/or reports, i.e. supervisor, lead technician, line manager or person within the project quality chain, project manager, quality control engineer, colleague or workmate etc. The assessor must include within the candidate portfolio an organisation chart for the site showing the relationship of the EWA to the candidate.
- The EWA shall meet the criteria for assessor occupational expertise as specified by the ECITB Standards Setting Body Assessment Strategy.
- An assessor must have no more than three EWAs in total actively providing testimony for candidates allocated to that assessor at any one time.

**Centres are reminded that this assessment method is NOT witness testimony.**

## **Registration of an Expert Witness Adviser**

Approved Centres must complete a VQ002 '*Application for registration of accredited assessors, internal quality assurers or expert witness advisers*' form for each EWA they wish to register. The form is to be submitted with the applicant's CV describing their experience, background, qualifications, and position held within the company and sent to the ECITB VQ administrator. The ECITB VQ administrator informs the Approved Centre within fifteen working days of the original receipt as follows:

Confirmation of acceptance of an application for registration as EWA is sent to the Approved Centre by letter.

EWAs can only be approved for the Level 3 qualifications.

Where an application has been rejected the Approved Centre will have the opportunity to re-submit the application providing additional evidence as requested. Re-submissions must be sent to the ECITB VQ administrator.

As a final stage the EWA applicant can sit the trade test as described earlier for the qualification if their application is still not approved by the Awarding Organisation. Approved Centres have the right to appeal these decisions at any stage as detailed in the Appeals Policy.

The EWA registration number is unique to that EWA and should be used irrespective of the Approved Centre for which the EWA is undertaking direct observation.

ECITB registered and approved assessors and/or EWAs are the only persons permitted to carry out direct mandatory assessment criteria observation of the candidate.

## **De- registration of Assessors, Internal Quality Assurers and EWAs**

Deregistration of Approved Centre assessment team members is by submission of the VQ007 De-registration form to the ECITB VQ administrator. If any details are missing from the VQ007 the de-registration form will be returned, this may result in delays in updating the VQ database.

## **Review Arrangements**

We will review this procedure as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

## **Contact us**

If you have any queries about any aspect of this process, please contact:

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