

ARC Training Services

Becoming an Assessor

Procedure for becoming an Assessor

In line with quality assurance requirements, the qualifications Centre requires assessors to have the relevant occupational competence and to hold, or be working towards (within agreed timescales), assessor qualifications as approved and specified by the appropriate regulatory authority.

Assessors must:

- Be approved by the centre to carry out the role.
- Conduct assessment practices within the policies and procedures of the centre and to the National Occupational Standards.
- Attend support network meetings and standardisation events.
- Submit a CV to the centre prior to commencing assessment.
- Undertake required CPD activities.

In addition Assessor candidates must:

- Attend the Assessor course.
- Register with the centre and awarding organisation as an assessor.
- Generate evidence towards the assessor qualification within the first 6 months of registration.
- Submit portfolio (paper based or online) for internal quality assurance when required.
- Complete the assessor qualification within 18 months in accordance with regulatory requirements.
- Failure to complete may result in discontinuity of the role of Assessor.

Progress will be monitored and support given.