**Recognised Assessment assessor – Role Description**

**The role:**

APM is seeking Recognised Assessment assessors to work on a consultancy basis. The Assessors are expected to be able to complete assessments for both types of application as indicated on the APM website. There will be no obligation on APM to provide the Consultant with a minimum number of assessments. Assessments will be allocated depending on the Consultants ability. Following appointment and on completion of training, a fee will be payable per assessment.

For more information about Recognised Assessment please follow this link;

<https://www.apm.org.uk/chartered-standard/recognised-assessment/>

**The Assessor will be required to:**

* Establish that applications meet the standards of recognition
* Assess applicants against the Recognised Assessment criteria supplied and following the processes described in the guidance documentation
* Use the latest version of APM source materials e.g. APM Chartered Competences, and apply reference materials stated in the APM syllabuses
* Carry out assessments in a professional and timely manner
* Work within APM contractual and non-disclosure requirements
* Declare any conflicts of interest prior to an assessment taking place
* Keep the APM Recognised Assessment team up to date with the progress of any assessment
* Act in the best interests of APM at all times
* Attend a training day with APM, for which reasonable travel expenses will be paid
* Following the training day, Assessors will be asked to complete an assessement and provide APM with a completed report
* Attend a minimum of one standardisation day, with other recognised assessment assessors, for which reasonable travel will be paid.

**Applicants will typically fulfil the following attributes:**

* Have a proven track record in projects, programmes, portfolios, or a key control function, or academic delivery in these areas
* Have evidence of up to date engagement with CPD and a willingness to continue such engagement
* Have an understanding of a range of approaches to assessment
* Ability to holistically review varying source materials against criteria
* Ability to determine the level at which the assessment sits
* Experience of assessing similar evidence either for APM or another professional body or in a professional capacity
* Ability to provide constructive written feedback and reports on assessment outcomes
* Apply judgement and write concise reports, and to demonstrate confidence, consistency and organisation skills
* Ability to determine that materials are clear, consistent, comprehensive, understandable, useful to an organisation and audience, and consistent with delivery methods
* Ideally hold full APM membership

**Recruitment process:**

Following the advertisement of the role, the volume of candidates will be reviewed. Applicants will be required to provide a CV together with evidence of how they meet the attributes.

An assessment day will be held, which will involve:

* An overview of the Recognised Assessment process
* Dialogue on how assessments are conducted
* An opportunity for applicants to experience assessing an application
* A question and answer session regarding working with APM as a Recognised Assessment assessor.

Candidates who are invited to attend the assessment will be required to sign a non-disclosure agreement.

Following the assessment day further training exercises may be conducted. The output from these exercises will be reviewed and a decision will be made on who should be invited to join the Assessor team.

When being trained, or assessing for the first time, you will be assigned to a live assessment with quality checks. The existing assessor will then make a recommendation to APM as to your readiness to act alone on applications.

Once training has been successfully completed you will be invited to sign a contract after which you will be eligible to undertake assessments independently.

**Fees:**

Route 1

* Recognition for technical knowledge – Externally verified body - Number of assessor days 2
* Recognition for technical knowledge – Non-externally verified body – Number of assessor days 3

Route 2

* Recognition for technical knowledge and professional practice – Externally verified body – Number of assessor days 3
* Recognition for technical knowledge and professional practice – Non-externally verified body – Number of assessor days 4

Assessor Fee £500.00 per day