

PDP

A Guide for Assessors



Introduction

To complete PDP all candidates must provide evidence of job/occupational competence in a number of prescribed occupational activities. This evidence must be assessed by an Assessor approved by CIOB.

Occupational competence is defined as:

*'the Candidate has produced **sufficient and suitable evidence** in carrying out occupational/job activities to satisfy established **performance criteria** across an appropriate range of activities'.*

CIOB requires that all assessments are properly recorded and endorsed by an approved Assessor in the candidate's **Record of Competence Achievements**. The Record contains three components:

- A summary of the performance evidence gathered and presented in a personal portfolio or file.
- A statement of the performance requirements for each element with spaces for the signature of the candidate and Assessor when competence is established.
- A sheet in which the candidate makes a case for claiming competence for each unit.

PDP Units

UNIT 1	Decision Making
UNIT 2	Communication
UNIT 3	Managing Information
UNIT 4	Planning and Organising Work
UNIT 5	Managing Quality
UNIT 6	Managing Health and Safety
UNIT 7	Implementing Sustainable Construction and Development
UNIT 8	Delivering Commercial and Corporate Objectives
UNIT 9	Personal Management at Work

The Assessor's Role

Ideally, an Assessor should not have direct line responsibility for the candidate.

The Assessor must:

- be approved by and registered with the CIOB,
- provide initial and ongoing advice on the sources and types of evidence the candidate might provide,
- agree the candidate's plan for presenting evidence,
- advise the candidate on the presentation of evidence, and
- once satisfied the candidate has met the required standards, endorse the candidate's competence achievement in the Record of Competence Achievements and Claim for Competence.

The Assessment Process

Stage 1 - Induction

The Assessor arranges a PDP induction for all new candidates to identify and agree the following:

- the CIOB PDP occupational requirements for each unit,
- the process and procedures for the assessment of the units,
- the plan for gathering evidence of competencies and assessment for the forthcoming period (3 to 4 months),
- the method for presenting evidence, i.e. portfolios,
- types of evidence which are suitable and available to the candidate (guidance only, not a definitive list), and
- arrangements for future communication.

The first meeting provides the opportunity for the candidate and Assessor to establish a good working relationship. Subsequent to the first meeting an Assessor may be asked to clarify various aspects of the competence assessment process and to confirm arrangements for future contact.

Experience with occupational standards show that a candidate can have difficulties in understanding the structure and descriptions used for specifying occupational performance requirements. A candidate may make contact after the first meeting for advice and guidance on this aspect e.g. *What does this mean? How do I get that evidence?*

The plan for competence development also depends on other people such as the candidate's line manager. Agreement and planning with a candidate is to establish a time frame for seeking assessment and agreeing which units will be included, and in what order.

Stage 2 - Ongoing Competence Assessments and Feedback

The candidate and Assessor should meet regularly for:

- competence assessment,
- advice on future evidence collection, and
- guidance on professional development required by the candidate.

Assessment meetings should occur every 3-4 months to maintain motivation and ensure progress.

The Assessor and candidate should discuss and agree a date for the next meeting as part of the discussions at each assessment meeting.

When an Assessor is satisfied that competence requirements are met, he/she endorses the relevant section of the candidate's Record of Competence Achievements and Claim for Competence.

The Assessor should record assessment decisions and advice given during assessment meetings. The candidate should keep a copy of this in their Personal Development Record and use this to assist in writing their next Personal Development Plan.

Assessors are responsible for providing feedback on a candidate's assessment progress to the CIOB every 6 months. This report should also be copied to the PDP Co-ordinator.

Stage 3 - Confirmation of Completion

The Assessor is responsible for notifying the CIOB once a candidate has successfully satisfied all PDP requirements. On receipt of the Confirmation of Completion the CIOB will contact the candidate with details of the Professional Review.

Competence Assessment

Each candidate is responsible for gathering evidence of competence. The Assessor will provide the candidate with advice and guidance on evidence gathering and presentation for assessments. This evidence will be organised within a Portfolio of Evidence and may contain:

- physical items of the candidate's work,
- witness testimony from an employer or others familiar with the candidate's work,
- evidence from company performance reviews,
- records of observations of the Candidate at work,
- records of work simulations,
- the Candidate's narrative on their approaches to work, and/or
- written tests of knowledge.

The Assessor may further interview and observe the candidate or conduct oral tests of knowledge. The Assessor may also wish to observe some of the work undertaken by a candidate. This may include a site visit (observation of site activities etc.) or observing a candidate at work (e.g. checking materials for quality).

A candidate presents their evidence in the Portfolio of Evidence, each indexed to the relevant performance criteria in the Record of Competence Achievements. In some cases evidence may not be available and an Assessor may have to carry out an inspection or require witness testimony, e.g. testimony provided by a HR manager from an appraisal. The candidate must either obtain the witness testimony or permit an Assessor to do so.

When the Assessor is satisfied that the evidence provided by the candidates meets the required standard for a performance criteria, the relevant section of the Record of

Competence Achievement for each unit should be endorsed with a signature. When the entire unit has been completed, the Assessor should sign the bottom of the last page of the unit in the Record of Competence Achievement.

The evidence produced must be judged to be:

Authentic: Evidence provided should reflect and relate to the candidate's own work.

Suitable and Sufficient: Evidence should reflect consistent performance and cover all performance requirements.

Valid: Evidence should relate to the demands of the standards and demonstrate what the Candidate claims.

Current: Evidence should show current competence.

All assessment methods and decisions will be recorded by the Assessor and will need to be made available to the Institute's appointed verifier on request.

Verification is carried out through inspection to ensure that systems, procedures and techniques for operating and assessing the Professional Development Programme are satisfactory, and to confirm the judgements made by the Assessor are appropriate.

The Assessor, rather than the actual assessment, is being verified. Candidates who have been assessed as acceptable will not be failed by the verifier.