

CTSI Professional Competency Framework Assessor Assessment Plan

Candidate Name *Candidate Name here* Candidate Number **Very Important** – only candidate has this

Assessor *Your name here*

Generic	<input type="checkbox"/>	OPTIONAL	
Weights & Measures	<input type="checkbox"/>	Feed	<input type="checkbox"/>
Investigations	<input type="checkbox"/>	Food	<input type="checkbox"/>
Regulating Markets	<input type="checkbox"/>	Product Safety	<input type="checkbox"/>

Put a X against which portfolio is being built

Proposed methods of Assessment

Examination of product	<input type="checkbox"/>	Assessor Observation	<input type="checkbox"/>
Witness Observation	<input type="checkbox"/>	Candidate Questioning	<input type="checkbox"/>
Projects and Assignments	<input type="checkbox"/>	Witness Testimony	<input type="checkbox"/>
Prior Achievement/Learning	<input type="checkbox"/>		<input type="checkbox"/>

REMEMBER 3 types of evidence is required for each task. Ensure that you identify at least 3 types

Any variations from suggested task: *(to be agreed with candidate and assessor)*

If the candidate is working within a Trading Standards environment, variations **should not** be required. Therefore NONE should be entered here.

This is the date that the first meeting to discuss the portfolio takes place between the assessor & candidate

This is the date that you intend to carry out your first formal assessment and write your first Feedback Report Form

Date of initial meeting: _____

Target date for first formal assessment: _____

This is the date when you hope that the portfolio building process is completed by. All evidence gathered, logged and referenced.

Target date for completion and submission of evidence for this assessment: _____

This is the date when you hope to have fully assessed & signed off the portfolio as complete

Target date for completion of assessment of evidence and candidate feedback: _____

BEFORE your initial meeting takes place, you ask that the candidate completes the relevant Candidate/Assessor Checklist, explaining about the 3 types of evidence required for each task. By completing this task the candidate will gain an understanding of what the portfolio is asking of them and also how they can prove this to you (by presenting the variety of evidence). They will be able to identify specific evidence that will meet specific criteria.

Assessment Plan: *including dates, locations and personnel required to perform specific tasks:*

This is where you document what was discussed at your initial meeting using the Candidate Assessor Checklist
It has already been decided at the Initial Meeting what evidence is to be collected first, how much and by
When
See example below

Candidate (Name) has already identified a variety of evidence including work-based, witness testimonies and they have identified where observations can take place both assessor and witness along with Assessor questioning. During our meeting it was agreed that they would collect 3 pieces of evidence for Assessment and this is to be done within 4 weeks of this plan being signed. Depending upon the Outcome of this assessment further dates will be set.

You could also include any areas that the candidates need additional training or upskilling and this can be recorded here, along with who will be responsible to ensuring this takes place.

Candidate needs to sign the plan within 7 days of the initial meeting taking place

Candidate Name (Print): _____

Candidate Signature: _____

Date: _____ Date that plan was signed by the candidate

Assessor Name: _____

Assessor Signature _____

Date: _____

This is where you would log any further assessment dates, and changes to assessment dates, any changes to expected completion date (either bringing the date forward as more evidence is collected, or pushing the date back)

Amendment Sheet

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

15.

EXAMPLE