

# How To Develop and Support Assessors

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## Key information

### What is continuous professional development (CPD)?

Continuing professional development (CPD) refers to assessors and internal verifiers maintaining and improving their vocational competence through a variety of activities, ensuring that they are able to develop both assessment and quality assurance practice and meet centre policy and strategy.

### CPD requirements

There is no minimum requirement for CPD as a whole, however, centres are required to demonstrate a regular review of their CPD needs through the analysis of sampling activities. As a basic minimum, centres should aim to ensure that each assessor and internal verifier has access to standardisation at least twice in any academic year. RSL will need to see evidence of your standardisation activities at least once by the date identified in the Key Dates calendar (available from [Key Documents/Forms](#) on the Help and Support page of the RSL administration site).

### Related guides

[How to Conduct Standardisation](#)  
[Centre Handbook](#)

### Additional support

Please direct any queries about developing and supporting assessors to [vocational@rslawards.com](mailto:vocational@rslawards.com)

# How to ensure sufficient CPD for your Staff

## Who is responsible for CPD within a centre?

Each centre must decide who is responsible for the CPD of the team delivering RSL qualifications. This may be the internal verifier or another department within the centre.

## What does each assessor need access to?

The centre must ensure that each assessor has:

- Copies of the RSL specifications they are to assess
- Regulatory requirements as necessary
- A set of assessment tools, resources and guidance to support their work
- Copies of the centre's appeals, procedures, equal opportunities and health and safety policies
- Information about available learner and assessor support resources, equipment and facilities
- Information about the awarding organisation
- Information about the centre's external quality assurer
- Information about their learners, including existing achievement/accreditation, special learning or assessment needs

## What do new assessors need?

Additionally, all new assessors need to undergo induction and be allocated an internal verifier to provide the appropriate level of support for continuous development.

## How are assessor development needs identified?

The formal route for developing and supporting assessors is professional update. The centre should aim to professionally update every assessor at least every 6 months. Professional development needs can also be identified through:

- Sampling activities
- Observation of assessment practice
- Standardisation
- External quality assurance visits
- Issue of new standards
- Issue of new assessment documentation
- The assessor identifying a need for professional development

# How to conduct CPD

## CPD activities

Examples of good CPD activities include:

- Standardisation activities (please refer to the RSL guide: [How to Conduct Standardisation](#))
- Internal verification activities (where possible, we recommend that internal verification also encompasses assessor professional development)
- Training sessions related to assessment practice or vocational competence
- Attendance at subject-relevant or teaching/assessment-related training courses and conferences
- Qualifications related to job performance
- External moderation visits/feedback
- Delivery of workshops and/or training
- Formal professional discussions with colleagues
- Informal meetings related to development of vocational competence
- Assessor networking meetings
- Industry relevant activities
- Research of vocational relevance

# How to maintain records of CPD

The centre must ensure that the following information is held in a central file for each assessor:

1. Personal profile / comprehensive CV, which identifies occupational competence in detail

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2. Qualifications (PGCE etc)

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3. Individual development plan

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4. CPD record

*This records attendance and reviews over a six-month period and covers meetings, professional updates, standardisation and professional development sessions. Not only does this record attendance but looks at ways in which the learning has been utilised in assessment practice. It is the responsibility of the assessor to maintain this record in conjunction with the internal verifier.*