

## CIEHF Membership Assessment: Assessor Guidance Notes

This document provides guidance and support to assessors of CIEHF Professional Membership applications and is intended to be used alongside the “Assessor Essentials” training module within the LMS. This can be accessed by logging into your CIEHF account and heading to “My Courses” under the “My Account” drop-down menu.

### Data Confidentiality

All documents relating to an application are confidential and must be kept securely and not be copied or shared. Electronic files must be deleted once an assessment has been completed and application finalised (i.e. your final decision has been passed to PAB for ratification). Paper records must be destroyed. You have agreed to this by signing the CIEHF’s Non-Disclosure Agreement.

### Section 1 – Applicant details

The CIEHF team will have checked that the applicant meets the administrative requirements of the grade applied for, e.g. all documentation submitted and minimum experience included.

You will have access to the following documents in an application for assessment:

- Application form
- Logbook
- Professional competency checklist
- Referee / mentor reports
- CPD record (Registered and Fellow applications)
- Evidence reports
- Qualification certificates and CV

### Section 2 – Competency Scores and Comments

Every application is assessed against the five Core Competencies in the PCC. Your job is to decide the band (A–E) the applicant has demonstrated for each competency, based primarily on the evidence in the logbook and corroborated by supporting materials.

Good evidence shows:

- **Role clarity:** what *they* did.
- **HF focus:** methods/principles used (e.g., HTA, usability trials, PSF review) and why.
- **Impact:** effect on safety, usability, performance, or decisions (ideally with indicators).
- **Reflection:** limits, trade-offs, learning, next steps.
- **Clear links** to one of the five competencies.

Quick steps to score with the rubric:

1. **Map** each log-book entry to the claimed competency and check it genuinely fits.
2. **Scan the rubric bands (A–E)** for that competency and **anchor on the rubric wording**.
3. **Select the best-fit band** using evidence of **quality, responsibility/independence, breadth, and impact**.
4. **Record a brief rationale** and any targeted follow-up questions, if required, on the feedback form.
5. **Repeat for all five competencies.**

Assessing holistically – judge the whole application, triangulating the logbook with:

- **Supporting evidence:** look for specificity, authorship, dates, and scope that confirm the applicant's role and impact.
- **CV and CPD records:** check consistency over time, progression of responsibility, and relevance to the claimed competencies.
- **References:** weigh credibility, independence, and specificity. Strong references cite concrete contributions (what was done, why it mattered, measurable outcomes). Treat generic praise as low weight.
- **Consistency across artefacts:** titles, dates, scope, and outcomes should align across the logbook, evidence, and references.
- **Context and proportionality:** consider sector, scale, constraints, and risk; judge competence, not prestige of employer.
- **Independence vs supervision:** identify the applicant's decision rights and how they influenced people/systems.
- **Gaps or contradictions:** seek clarification before concluding; avoid penalising formatting over substance.

**Holistic principle:** Use the best available corroborated evidence to place the applicant on the rubric. Avoid double-counting the same achievement across multiple competencies unless it clearly evidences different aspects of practice.

### Section 3 – CPD Review (Complete only if applicant is applying for Registered or Fellow)

You should look for demonstration of additional and appropriate professional development, with respect to learning, practice and planned development. For example, attending events, carrying out private study, contributing to CIEHF activities, and completing training courses. The applicant must always demonstrate what they have learnt and how it has benefited their professional development.

If the applicant is already a CIEHF member, they may submit a separate CPD record exported from their CIEHF membership account, rather than complete the section in the application form. Also note that if an applicant for Fellowship is already a Chartered Registered member, they are not required to submit their CPD record.

### Section 4 – Referee and Mentor Reports

Referee's comments should be sufficiently supportive of the applicant, with evidence that they know the applicant and their work well enough to comment.

Where a mentor report is included, the report should focus on the applicant's skills of problem definition and resolution, use of ergonomics concepts and techniques, and professional behaviour. Applicants who are *not* graduates of a Qualifying Course may have gained applicable knowledge derived from experience. The mentor would be expected to report on this.

## Section 5 – Fellowship Criteria (Complete only if applicant is applying for Fellowship)

The applicant should have at least 10 years' full time (or part time equivalent) professional work experience in the practical application of ergonomics, and/or teaching, and/or research of ergonomics relevance. The applicant's employment record should show significant career progression and increase in professional responsibilities.

If the applicant is not already a Registered Member, they are required to supply four pieces of evidence and these should cover different competencies of the logbook.

In situations where the applicant is already an equivalent professional member from another IEA Federated Society, the applicant's competence should be taken as if they were a Registered Member of the CIEHF. The CIEHF Team will have noted in Section 1 of the feedback form if this is the case.

The applicant should also demonstrate senior professional responsibility (SPR) for a period of at least 5 years within the 10 year period of experience. Applicants can select from a range of skills and abilities that they may have exercised in delivering their professional performance; the list included on the feedback form is intended as a guide and does not preclude other forms of SPR.

## Section 6 – Overall Assessment

The options for your decision are:

- **Accept:** If your decision is to accept the application as it stands, you should choose this option.
- **Request more information:** If you would like more information from the applicant before you make your decision, choose this option. You should add sufficiently detailed feedback to ensure the applicant can understand what you need. Please take time to read back over your feedback to ensure that it is clear and unambiguous.
- **Discuss:** If you have enough information to make a decision but you would like to discuss one or two points about the application with the other assessor, choose this option and detail the discussion points on the feedback form.
- **Decline:** Only in exceptional circumstances, choose this option if the application has significant shortcomings that could not easily be met by the provision of more information. We ask that you always request further information before declining an application, where possible. Please give detailed feedback as to how and why you came to this decision, and what the applicant might do in the future should they wish to re-apply.

## Section 7 - Summary Assessment Comments

Your comments in the "Feedback to Applicant" section will be passed onto the applicant, so please ensure they are informative, useful and constructive, even if your decision is to decline the application. The feedback should be a helpful part of the journey to a successful application.

For any internal comments, please use the "Assessor Notes" section.