



Assessor Checklist

Title of course			
Type of course			
Course Provider			
Course Leader			
1st Assessor		2nd Assessor	
3rd Assessor for learning pathway			

Stage 1: Preparation

Academic Courses

Question	Yes/No	Admin comments
Q1. Is a Chartered Member part of the teaching faculty?		
Q2. Have CVs been provided for other course teaching staff?		
Q3. Does the course cover 600 hours of study and the minimum number of Professional Competencies required?		

Vocational Courses

Question	Yes/No	Admin comments
Q1. Is the course leader a CIEHF member?		
Q2. Have CVs been provided for all course trainers?		
Q3. Has the course material been provided and are the minimum number of Professional Competencies covered?		

Learning Pathway

Question	Yes/No	Admin comments
Q1. Is the pathway leader a Chartered Member?		
Q2. Have CVs been provided for other pathway team members?		
Q3. Does the pathway cover 600 hours of study and the minimum number of Professional Competencies required?		

Stage 2: Assessment

Course information

Question	Yes/No	Assessor comments
Q1. Does the title give enough information about the content?		
Q2. Does the content reflect and support the title of the course?		
Q3. Does the structure of the course cover the learning outcomes?		

Course content/syllabus

Question	Yes/No	Assessor comments
Q4. Are any entry criteria clearly described?		
Q5. Are the range and quality of hand-out and technical materials of a good standard?		
Q6. Are the materials or case studies relevant and current?		
Q7. Are suitable tools and approaches included?		
Q8. Does the course have adequate geographic legal or regulatory information?		
Q9. Are reference materials or further reading included and dated?		
Q10. Will the content cover the indicated Professional Competencies?		

Course duration

Question	Yes/No	Assessor comments
Q11. Does the timetable show enough time to cover all the material?		
Q12. Is there time for course feedback?		

Practical experience

Question	Yes/No	Assessor comments
Q13. Is there opportunity and time to apply relevant learning in a practical situation?		

Delegate assessment

Question	Yes/No	Assessor comments
Q14. Is clear information provided on course assessment and is it appropriate?		

Trainer/Team CVs

Question	Yes/No	Assessor comments
Q15. Is there evidence of suitable and sufficient experience to deliver the course?		

Stage 3: Feedback & Decision

Assessor's overall comments on the application (including any additional comments not covered above)	
Assessor's feedback to the applicant	
Assessor's decision	

Assessor's signature	
Date	

Please email your completed checklist to membership@ergonomics.org.uk