Assessor Guidance Notes

Introduction

This document provides guidance and support to assessors of CIEHF Registered Membership applications.

Inclusions

The guidance notes have headings that match those on the checklist. For each section, these notes include:

- The action you need to carry out.
- The questions on the checklist you need to answer in that section.
- Guidance.

CPD

Note that Registered Membership applications now require the submission of a CPD record as part of the application, in order to assess eligibility for Chartered status. This record should be included as part of the assessment. Specific guidance is included to support your assessment of the CPD record.

Conflict of interest

If you have a conflict of interest in carrying out any assessment, you must let the Membership Team know immediately, so the assessment can be re-allocated to another assessor. A conflict could be that you have worked with, or are related to the applicant, or you have some other, perhaps commercial, interest in the application.

Data confidentiality and protection

All documents relating to an application are confidential, must be kept securely and must not be copied or shared, except between the Membership Team and assessors. The vast majority of applications will consist of electronic files which must all be deleted once an assessment has been completed and application finalised. Paper records must be destroyed. You have agreed to this by signing the CIEHF's Non-Disclosure Agreement.

The Membership Team will keep records of applications for a time as specified in their data protection policy.

Guidance Notes

Before you start, you should be familiar with the information on the CIEHF website concerning Registered Membership at http://www.ergonomics.org.uk/membership/registered_member/. All applicants would have been advised to read this page including the FAQs at the end, before applying.

You should also note the requirements of the PAB Rules available from the CIEHF website at http://www.ergonomics.org.uk/about_us/ciehf_documents/

Stage 1: Application preparation

Actioned by: applicant

A complete application will consist of the following documents:

- The application form
- Professional competency list
- Referee reports (2 for mentored, 3 for non-mentored)
- Mentor reports (if applicant has less than 6 years' relevant work experience)
- Log-book (10-20 entries)
- Reports as evidence of experience (minimum 3)
- Qualification certificates
- CPD submission

Actioned by: The Membership Team

- Confirm whether the applicant has graduated from a CIEHF Qualifying Course or not.
- Enter the total time covered by the applicant's log-book, total number of days of mentored activity and number of reports.
- Check that the referees are either Registered Members or Fellows and that one of them is employed by a different organisation to the applicant.
- Check that the mentor is a Registered Member or Fellow and is not a referee.

Stage 2: Assessment

Actioned by: Assessor

Throughout the assessment, enter Yes or No to the questions on the checklist and enter comments to substantiate your responses. This is especially important where you find issues with the application. Doing this should also help you to formulate your overall decision about whether or not to accept the application.

Referees

ACTION: Review the referee reports.

Q1-Q2.

GUIDANCE: Are the referee's comments sufficiently supportive of the applicant and is there evidence that they know the applicant and their work well enough to support the application for Registered Membership? For example, have they had a period of working with or supervising the applicant?

Mentor

Note: *Anyone with 6 years or more relevant work experience can apply without having had any mentored supervision.*

ACTION: Review the mentor's report.

Q3-Q6.

GUIDANCE: Mentors should normally be a Registered Member or Fellow of the Institute, or equivalent in an overseas society. Where this is not possible an applicant may put forward a mentor of equivalent standing in another cognate professional body. The Membership Team will advise the applicant if such a mentor is acceptable.

In all circumstances it will be usual for mentored supervision to be provided by a work colleague but if this is not possible, the Institute may be able to help future applicants find suitable mentors.

The mentor's 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.

Log-book

ACTION: Review the content of the log-book and the mentor's associated comments (if mentoring has occurred).

Q7-Q9.

GUIDANCE: The log-book should contain details of a minimum of 10 and a maximum of 20 projects. The examples of work undertaken in the log-book should be relevant and give some evidence of self-reflection and personal development. Each record should comprise:

- Brief summary with detailed documentation as an appendix, if appropriate
- Discussion of the salient components of ergonomics involved
- Discussion of the salient personal/professional skills involved
- Critique of the successful and less successful features

To provide detailed information about some of the work in the log book, the applicant must submit examples of their work activities. The minimum number of pieces of supporting evidence required is:

- 3 for a graduate from a Qualifying Course.
- 4 for a graduate from a non-Qualifying Course.
- 6 for all others.

Separate details should show any formal training or education received. Each record need not exceed one page, with text deployed economically (e.g. use of 'bullet points', compact sentences, etc.)

In the comments part of the checklist you need to briefly summarise why the log-book and supporting material confirms the applicant's fulfilment of the criteria (one or two sentences will normally be enough).

Knowledge & Experience

ACTION: Review the knowledge and experience outlined in the log-book.

Q10.

GUIDANCE: The log book must contain between 10 and 20 separate records covering minimum periods according to the following table:

	Minimum period of qualifying work experience required (Full Time Equivalent)	Minimum amount of mentored supervision required
Graduate from Qualifying Course with mentor	3 years (300 days)	1 year (150 days)
Graduate from non-Qualifying Course with mentor	4 years (400 days)	2 years (300 days)
Graduate without mentor	6 years (600 days)	N/A

The applicant should have a minimum amount of qualifying work experience in the practice of ergonomics, and/or teaching, and/or research of ergonomics relevance:

- Teaching or research in, e.g. psychology or physiology, without multi-disciplinary and practical connotations, is not sufficient.
- The applicant's experience must be in applied work. Teaching or research must also be seen as leading towards practical application.
- All ergonomics work experience gained by graduate applicants following the award of their Qualifying Course degree counts in full.
- There should be evidence of human factors work having been carried out by the applicant within the 12 months prior to the application being submitted.

A Qualifying Course graduate applicant may include work undertaken during a period of work experience as part of their degree. Such work will count at a rate of 50% (i.e. one year's industrial placement counts as 6 months' qualifying experience) but to be eligible it must be suitably supervised, with a mentor's comments.

Note that there is no requirement for the applicant to have graduated from a Qualifying Course but in this case, they must demonstrate evidence of the full breadth of knowledge across the discipline.

Q11-14.

GUIDANCE: See the full list of Professional Competencies in Appendix 3. You should look for the demonstration of some proficiency across the five Professional Competency areas:

1. Ergonomics / human factors principles
2. Ergonomics / human factors theory and practice
3. Human capabilities and limitations
4. Design and development of systems
5. Professional skills and implementation

You would expect to see a level of proficiency across *all* competencies between 'Novice' (level 2) and 'Advanced' (level 4). The evidence supplied by the applicant needs to cover all competencies and should specifically back up 'Advanced' or higher levels of proficiency claimed.

Qualifying Courses cover all competencies and graduation provides evidence of proficiency level 1.

You should look for evidence of appropriate application of the Professional Competencies based on log-book entries and evidence submitted. The log-book should indicate which entry addresses which competency.

Note there is no requirement for an applicant to have practiced in more than one sector provided they have demonstrated knowledge and competence in practice across the breadth of the discipline.

CPD

ACTION: Review the CPD submission.

Q15-Q16.

GUIDANCE: The CPD record should cover 5 activities over a 12 month period immediately prior to the date of the application. Applicants should demonstrate that they continue to develop and learn beyond formal education and should show responsibility for their own professional development.

For the assessment, you should look for demonstration of additional and appropriate professional development rather than the more formal learning which should be covered in the log book, 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.

There must also be a forward plan, with a minimum of 3 entries, showing how the applicant will maintain and develop their competencies in the following year.

Note that if the applicant is already a CIEHF member, they may submit a separate CPD record instead exported from their CIEHF membership account.

If the application, including CPD submission, is accepted, the applicant will be granted Registered Membership with Chartered status.

Stage 3: Feedback & Decision

Actioned by: assessor

ACTION: Add your final comments and feedback to the checklist, together with your decision whether to accept the application or not.

GUIDANCE: The Membership Team will use your comments to feed back to the applicant, so your feedback should always be 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. You should be aiming for a paragraph or two (or more if that would be beneficial to the applicant), whatever your final decision.

The options for your decision are:

> **Accept:** If your decision is to accept the application as it stands, you should choose this option. You should always add a comment so the applicant gets some positive feedback for the effort they have made in compiling their application. For example, you could highlight, say, three particularly good parts of their application. You might also comment on anything that could be further improved, such as CPD entries, but please detail how it might be improved.
>
> **Discuss:** If you have enough information but before you give your decision, you would like to discuss one or two points about the application with the other assessor, select this option, and detail the discussion points on the checklist.
>
> **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, this will be used by the Membership Team to gather more information. Please take time to read back over your feedback as if you were the applicant. Is it clear and unambiguous? This is the area where there are most issues, when the applicant is given the feedback but then asks for more detail as to what the assessor is looking for.

Decline: Applications may be declined for a number of reasons including:

- Insufficient breadth of knowledge or experience.
- Insufficient evidence for competence claims.
- Insufficient support from mentors or referees.

One of these may not be reason in itself to decline an application and further information should always be sought before a decline decision is made.

If you cannot accept the application even with further information, then your decision should be to decline the application. You should give detailed constructive feedback as to how and why you came to this decision, and what the applicant should do to meet the criteria should they wish to re-apply. This information will be fed back to the applicant by the Membership Team.

> **Note:** Despite declining the application, you may consider the applicant fulfils the criteria for Technical Membership. In this case, you should still decline the application but should include in your feedback a recommendation that the applicant be offered the alternative grade. You should specify whether or not, in your opinion, the applicant should be offered:
>
> - The opportunity to submit a new Technical Member application;
> - The opportunity to provide further information to fulfil the requirements for Technical Membership; or
> - Technical Membership without need for further information from them.

Please indicate your level of confidence in your decision. If you have come to a different decision than the second assessor and at least one of you is less than confident in the decision, we will ask you to discuss the application with the second assessor. If a joint decision can't be reached, the application and the assessments will be reviewed by the PAB topic lead and a final decision made.

NOTE: Assessor's feedback to the applicant

Please write your feedback to the applicant as if you were addressing them directly. For example:
Do say: 'Your application was well constructed, but please provide more detail for log book entry 1'
Don't say: 'The applicant needs to provide more detail on log book entry 1.'

Assessment completion

Once you have completed the checklist, email the form back to the Membership Team at **membership@ergonomics.org.uk**.

The Membership Team will then take the necessary next steps. If one or both assessors have selected 'Discuss', you will be asked to contact each other and come to an agreed decision.

Please note that the completed Assessor Checklist may be shared with the applicant.

Please also note that once the final decision by the assessors has been reached, the assessor feedback is compiled into an Assessment Summary Report which is sent to PAB members for final ratification. This is a final check to ensure that assessors are in agreement and that the decision appears fair, based on the feedback of both assessors. So please ensure your feedback is clear and unambiguous and backs up your decision.