

## Assessor Guidance Notes

### Introduction

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This document provides guidance and support to assessors of Degree Course Accreditation applications.

If the Degree Course Accreditation application is successful, the course will become a CIEHF Qualifying Course and graduates of the course are eligible to become Graduate Members.

Degree course applications may also include a request for accreditation of PG Certs/ PG Dips or single modules.

### 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.

### Conflict of interest

If you have a conflict of interest in carrying out any assessment, you must let CIEHF Operations 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 Course Lead or one of the trainers, 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 as secure as possible and must not be copied or shared, except between Operations Team and assessors. The vast majority of applications will consist of electronic files which should all be deleted once an assessment has been completed and application finalised. Paper records should be destroyed. You are bound in these regards by signing a Non-Disclosure Agreement.

CIEHF Operations 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 Degree Courses at [www.ergonomics.org.uk/Public/Awards\\_Accreditation/Degree\\_Courses.aspx](http://www.ergonomics.org.uk/Public/Awards_Accreditation/Degree_Courses.aspx)

You should also note the requirements of the PAB Rules available from the CIEHF website at [www.ergonomics.org.uk/Public/About\\_Us/CIEHF\\_Documents.aspx](http://www.ergonomics.org.uk/Public/About_Us/CIEHF_Documents.aspx)

## Stage 1: Application preparation

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*Actioned by: applicant*

A complete application will consist of the following documents:

- Application form
- Course handbook
- Programme details including module outline of all courses for which accreditation is sought
- CVs for all teachers/ trainers, including the Designated Chartered Member
- Evidence of course validation

*Actioned by: CIEHF Operations Team*

- Confirm the Chartered status of the Designated Chartered Member.
- Check that the course material has been supplied and the course has been validated by the university.

## Stage 2: Assessment

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*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.

### Course and module information

If subsidiary courses are being applied for, review the parent programme first, then go back and review the subsidiaries.

**ACTION:** Review the course handbook or programme.

**Q1,3,5.**

**GUIDANCE:** For each type of course, does the programme show how it will cover the learning objectives to allow students to meet the learning outcomes.

**ACTION:** Review the programme and Professional Competency Checklist.

**Q2.**

**GUIDANCE:** Consider whether the length of the degree course is sufficient to allow the syllabus to be taught to a level claimed in the course criteria.

The Professional Competencies covered on the course should each last a minimum number of hours:

- Ergonomics/Human Factors principles: 300 hours
- Ergonomics/Human Factors theory and practice: 600 hours
- Human Capabilities and Limitations: 300 hours
- Design and Development of Systems: 450 hours
- Professional Skills and Implementation: 150 hours

**ACTION:** Review Professional Competency Checklist.

**Q4,6.**

**GUIDANCE:** Does the course cover an adequate breadth of competencies?

### Course teaching faculty

**ACTION:** Review the Designated Chartered Member and teacher/ trainer CVs.

**Q7-9.**

**GUIDANCE:** The Designated Chartered Member should provide an ergonomics and human factors overview and bring coherence to the course. Their CV should show that they have enough knowledge and practical experience to bring cohesion to the course and provide professional development advice for the students.

Teacher/trainer CVs should show appropriate knowledge and experience overall to deliver the course.

## Stage 3: Feedback & Decision

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*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:** 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.

The options for your decision are:

**Accept:** If your decision is to accept the application as it stands, you should choose this option. You need not add any further comments.

**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. 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:** If you cannot accept the application even with further information, then your decision should be to decline the application. You should give detailed feedback for the applicant as to how and why you came to this decision, and what they might do in the future should they wish to re-apply.

In all cases, once you have completed the checklist and have reached your initial independent decision, you should email the form back to CIEHF Operations Team at [membership@ergonomics.org.uk](mailto:membership@ergonomics.org.uk), who 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.