



Assessor Checklist

Course Title			
Course Provider			
Designated Chartered Member			
Degree course	BSc / MSc	Subsidiary Course type(s) (if any)	PG Cert / PG Dip / Module
1st Assessor		2nd Assessor	

Stage 1: Preparation

Question	Yes/No	Admin comments
Q1. Is the Designated person a current Chartered Member?		
Q2. Have CVs been provided for course teaching staff?		
Q3. Has the course overview and module information been provided?		
Q4. Has the Professional Competency Checklist been completed and does the degree course cover all competencies?		
Q5. Does the degree course cover the total minimum number of hours and credits?		

Stage 2: Assessment

Degree course information

Question	Yes/No	Assessor comments
Q1. Does the structure of the course cover the learning outcomes?		
Q2. Are the minimum number of hours covered for each area of Professional Competency?		

PG Cert/PG Dip course information (if applicable)

Question	Yes/No	Assessor comments
Q3. Does the structure of the course cover the learning outcomes?		
Q4. Does the content cover at least 15 Professional Competencies?		

Single module information (if applicable)

Question	Yes/No	Assessor comments
Q5. Does the structure of the module cover the learning outcomes?		
Q6. Does the content cover at least 5 Professional Competencies?		

Course teaching faculty

Question	Yes/No	Assessor comments
Q7. Is the Designated Chartered Member appropriately qualified to provide oversight of the course content?		
Q8. Is the Designated Chartered Member appropriately experienced to provide support for the professional development of students?		
Q9. Is there evidence of suitable and sufficient ergonomics and human factors experience among the teaching faculty 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: Degree course	
Assessor's decision: PG Cert/PG Dip (if applicable)	
Assessor's decision: Single module (if applicable)	

Assessor's signature	
Date	

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