

Ref:	NR/L3/CTM/306/02
Issue:	1
Date:	05 December 2015
Compliance date:	11 October 2016

Module 02

Skills Assessment Scheme: Assessor competence

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2015 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, 2nd Floor, One Eversholt Street, London, NW1 2DN.



Ref:	NR/L3/CTM/306/02
Issue:	1
Date:	05 December 2015
Compliance date:	11 October 2016

Contents

1 Scope	3
2 Skills assessor	3
2.1 Description of a skills assessor	3
2.2 Technical competence of a skills assessor	3
2.3 Training	4
2.4 Maintaining approval status	4
2.5 Records	4
3 Accredited assessor	4
3.1 Applying for accredited assessor status	4
3.2 Approval process for level 2 accredited assessor status	5
3.3 Approval process for level 3 accredited assessor status	5
3.4 Additional competence for existing accredited assessor	5
3.5 Records of accredited assessor	6
3.6 Maintaining accredited assessor status	6
3.7 Review of CPD records	7
3.8 Standardisation meetings	7

Copyright Network Rail

Ref:	NR/L3/CTM/306/02
Issue:	1
Date:	05 December 2015
Compliance date:	11 October 2016

1 Scope

This module defines the assessor approval requirements for the Skills Assessment Scheme.

This module applies to people who need to complete assessments under the Skills Assessment Scheme.

2 Skills assessor

2.1 Description of a skills assessor

Skills assessors are trained, approved and authorised to make the competence decisions using the assessment activities defined in regime 3 – 5 renewal activities.

NOTE: Skills assessors are likely to be the line managers of individuals who have competence within the scope of the Skills Assessment Scheme that require renewal. They could also be someone nominated by the line manager to complete the renewal event e.g. supervisors of teams where surveillance is required.

2.2 Technical competence of a skills assessor

Skills assessors shall demonstrate a form of technical competence to enable them to undertake assessments for regimes 3 - 5 independently.

In order to assess an individual's competence, skills assessors shall hold the skills assessor competence and:

- a. hold the competence that they shall assess;
- or
- b. have previously held the competence that they shall assess and can demonstrate to their line manager that their knowledge is still current and sufficient enough to make a judgement on an individual's competence;
- or
- c. can demonstrate to their line manager that they have current knowledge sufficient enough to make a judgement an individual's competence;
- or
- d. be supported by an individual that holds the competence to be assessed. This shall not be the individual that is being assessed.

Copyright Network Rail