

Competence 5

The ability to coach personnel and assess their skills in the workplace

This meets the requirements of IMCA D/D01/000/11

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

	Performance Criteria	Type of Evidence
a)	Can prepare and review plans for assessing performance of the Project Team	
b)	Can collect and judge performance criteria evidence and knowledge evidence in accordance with the competence management programme	
c)	Can make an assessment decision on the basis of the evidence submitted by the candidate	
d)	Can provide appropriate feedback to the candidate on completion of activities	
e)	Can complete appropriate assessment documentation in accordance with the competence management programme	
f)	Contributes to the competence quality assurance process to ensure the assessments are conducted in accordance with requirements	
g)	Contributes to reviews and compiles witness statements, when required, in accordance with the competence management programme	
h)	Provides guidance and support to colleagues which contributes to their continuing professional development	
i)	Has attended the Assessor training course, if an Assessor within the Competence Management Programme	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	