



## **Roles and Responsibilities: Grade Assessment Programme**

### **1. Introduction**

This document outlines the roles and responsibilities for participants within the Grade Assessment Programme. It establishes the expectations for both candidates seeking competence certification and the assessors or expert witnesses responsible for evaluating that competence.

### **2. The Candidate**

The Candidate is the individual undergoing assessment for formal competence certification. To participate, the candidate must occupy a professional role that provides sufficient opportunity to demonstrate and achieve the required competence criteria.

#### **2.1 Key Responsibilities**

The candidate is responsible for managing their own enrolment and progress through the following actions:

- **Evidence Management:** Assembling and submitting a comprehensive portfolio of evidence that meets program standards.
- **Professional Development:** Proactively addressing and improving skills or knowledge gaps identified during the assessment process.
- **Operational Planning:** Ensuring all work is planned and executed in strict accordance with the agreements made with their assessor or expert witness.

### **3. The Assessor / Expert Witness**

The Assessor or Expert Witness is responsible for the integrity and execution of the assessment process. They act as the primary evaluator and guide, ensuring that assessment requirements are clearly defined and met.

#### **3.1 Key Responsibilities**

The Assessor's role encompasses the planning, execution, and final decision-making of the assessment, including:

- **Assessment Planning:** Collaborating with candidates to develop tailored plans for assessing competence and identifying appropriate assessment methods.
- **Performance Evaluation:** Measuring the candidate's practical performance and underlying knowledge against established performance and underpinning knowledge criteria.
- **Decision Making:** Judging gathered evidence against set standards to render a formal consistent assessment decision.



- **Candidate Support:** Providing timely, constructive feedback and ongoing support regarding assessment decisions and progress.
- **Complying with good Assessment Practice:** Upholding the principles of fairness, validity, reliability, and transparency. Safeguarding confidentiality, respecting candidate diversity, and engaging in ongoing professional development to maintain the quality and integrity of assessment practice.

#### **4. Agreement and Compliance**

All parties involved in the Grade Assessment Programme are expected to adhere to these responsibilities to ensure a fair, transparent, and rigorous certification process.