



Assessor Specification

Apprenticeship Standard: Unified Communications Technician

Assessors for this Standard are approved by Smart Awards. They must not have worked directly with the apprentice or participated in their training.

Assessor Qualification

Recommended

- Experience of conducting assessments
- Hold or be working towards an Assessor Qualification

Technical Expertise

Mandatory

- Up to date, relevant, in-depth and broad experience of working in this occupation
- Relevant industry expertise equivalent to the level of the apprenticeship standard being assessed and/or relevant professional recognition at a level equivalent to the registration level of the apprenticeship standard being assessed
- The possession of practical and up to date knowledge of the application of current working practices, infrastructure, tools and technologies appropriate to this occupation and of relevance to the sector/size of business in which they will be carrying out assessments

Recommended

- Relevant industry expertise equivalent higher than the level of the apprenticeship standard being assessed and/or relevant professional recognition at a level higher than the registration level of the apprenticeship standard being assessed

Other

- Commitment to equality of opportunity
- Interview skills
- Good communication skills

Assessors must complete an induction to demonstrate working knowledge of the apprenticeship standard and the assessment process. They must be trained and approved for use of each of the assessment tools and in the consistent application of the grading criteria. They must attend standardisation meetings to ensure and maintain consistency of assessment decisions.



Assessor Application Form

Apprenticeship Standard: Unified Communications Technician

Complete and forward to Smart Awards with copies of cards/ certificates.
Note that all successful applicants will be invited to attend an interview.

PERSONAL DETAILS

Name

Address

.....

Email

Telephone

ASSESSMENT EXPERIENCE

Describe your assessment experience

List any assessor qualifications/ awards

Please provide copies of these with your application

If you are currently working towards an assessor qualification / award please indicate the organisation that you are registered with, and the expected completion date

TECHNICAL EXPERTISE

Describe your experience of working within this industry / occupation (employment history)

How do you ensure that your knowledge and skills remain current?

List any relevant technical qualifications / awards

Please provide copies of these with your application

Please provide details of two referees (you should notify your referees that we will be contacting them)

Referee 1

Name

Address

.....

Email

Telephone

Relationship

Referee 2

Name

Address

.....

Email

Telephone

Relationship

Return this completed form and your CV along with copies of certificates to Smart Awards
By post: Beechwood House, Tanners Lane, Berkswell, Coventry CV7 7DA
By email: info@smartawards.co.uk