**The Princess Royal Training Awards Assessor role specification**

**Introduction**

The PRTA Assessors’ role is a focused and analytical one and the accuracy of assessment decisions is pivotal in maintaining the quality and integrity of the Awards. Assessors will work within assessor sub-teams, alongside other Assessors and an Assessor Team Leader, to ensure consistent standards of scoring and analysis are maintained throughout. Assessors, through their team leader, will also work closely with the Chief Assessor in the moderation of assessment decisions and feedback reports, as per the moderation policy.

The assessors are responsible for ensuring that their knowledge of the PRTA and PRTA Hallmark Criteria is up to date through attendance at the PRTA Assessor Training programme and reference to the PRTA Handbook and other materials.

All assessors must commit to the confidentiality requirements of the City & Guilds Foundation.

**The specific responsibilities of the Assessor:**

**1) To check the application for eligibility and identify additional application details**

Assessors must also flag the application with the Chief Assessor and Quality Assurance Manager if they believe the additional information section is over the word count.

**2) To read, review and score each application against the criteria**

This review should include reading the application as a whole, as well as the identification and judgment of the evidence outlined for each question. The assessor must fully understand the PRTA Hallmark criteria and use this with the scoring system for the application. When scoring an application, assessors are asked to refer to the assessor scoring descriptors in the Assessor Handbook.

In addition, the assessor considers the application as a whole, as there is the possibility that relevant supporting information can be found under different headings in the application. Assessors must review their work within their assessor sub-teams and with guidance from their assessor team leader to ensure consistent standards of scoring and analysis are maintained throughout.

They must also ensure that the commentary/review files are returned to the assessor team leader and Chief Assessor in accordance with the agreed timelines and moderation processes.

**3) To provide focused and helpful feedback to the applicant in the form of the PRTA**

**Feedback Report**

The provision of written feedback is one of the most significant strengths of the Princess Royal Training Awards, and this will help us promote and assist the continuous development for our applicants.

Following moderation, a list of those applications not progressing to an ARP meeting will be sent to the original assessor to complete a PRTA Feedback Report (FR).

The FR is a written report sent to all applicants whose applications do not reach the ARP stage and is a very significant feedback and developmental tool for the applicant. The assessor will summarise the key points of the feedback and then provide more detailed feedback against each criterion within the FR. The feedback contained within the FR should always be constructive and supported by specific examples. Example FR templates are in the Assessor Handbook.

**4) To lead the Application Review Process (ARP) virtual visits and make recommendations on which applicants should receive an Award**

The purpose of the ARP visit is to ‘validate’ what is written in the application form and to explore the points made in the three Hallmarks. It provides the opportunity for an organisation to expand on the information from their application. The assessor is accompanied by an Ambassador from City & Guilds and together they will meet with employees, management and participants to unpack the application further and ask any questions relating to information in the application form.

**5) To provide a final report following the ARP visit setting out the main strengths and areas for development for each application**

A key role of the assessor is to communicate the outcome of the application and the ARP visit to The Princess Royal through a final report which forms part of the Palace Papers. The report brings together key elements from the application and the visit to explain why the applicant is being recommended for an Award or not. A report template and style guide is provided to ensure the reports are consistent and include all the relevant information.

**Core Competences**

**Criterion based analysis** – the assessor needs to be able to complete a comprehensive content analysis of an application, using a pre-determined scoring framework, and produce an evidence-based summary of his or her analysis and scoring rationale.

**Consistency** – as an independent analyst, the assessor is required to apply the scoring framework across a wide range of organisations which will differ in size, organisational type and sector. The assessor will use extensive personal experience to be able to fulfil this element of the process, as well as identifying situations where additional expert input is required.

**Creation of feedback** – one of the USPs of the PRTA is that every unsuccessful applicant will receive individualised feedback. The assessor is required to use the process to educate, inform and motivate the applicant. This means the provision of balanced information which is clearly linked to the Hallmarks, and provides a rationale as to the progression achieved by the application, together with future possibilities for the applicant e.g. submitting an appropriately revised and updated application in 2023, or indicating that significant progress would have to be made before a potentially successful application could be developed.

**Work to deadlines** – because of the timescales involved in the Awards, much of the workload will be compressed into comparatively short periods. The assessor is to demonstrate successful experience of managing these deadlines, and flexibility around other commitments to ensure that contractual agreements are met.

**Representation capability** – the assessor will be required to represent the City & Guilds Foundation during ARP meetings, and act as an ambassador both for the City & Guilds Foundation and the Princess Royal Training Awards. The assessor will be able to balance the need for information collection/clarification with ensuring that the applicant finds the process rewarding and motivational. Diplomacy is needed when dealing with applicant queries about their prospects and future possibilities within the Awards.

**Written communications** – just as the Awards are evidence-based, the output from the assessor needs to demonstrate an appropriate audit-trail linking the content analysis with the conclusions reached. The assessor’s reports are required to be concise, clear and accurate summaries of the work carried out and the conclusions reached.

**Use of technology** – as a significant number of the Awards application is online, the assessor needs to be able to read the application and assess it using online technology. This will require the assessor to access the necessary documentation and complete their assessments and reports online.

**Timeline**

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| **Timing 2024** | **Activity** | **In person / virtual** |
| 5 & 6 March | Assessor Training | In person at C&G offices in London |
| From 10 April | Applications for moderation – same 3 applications completed by all assessors | Desk-based |
| From 10 – 26 April | Assessment stage | Desk-based |
| 8 – 24 May | Write feedback reports to unsuccessful applicants | Desk-based |
| 20 May – 7 June (backup week until 14 June) | Carry out ARP visits Write Final Reports for Palace Papers | VirtualDesk-based |
| 14 June (5 days after each ARP visit) | Deadline for Final Reports | Desk-based |
| End July | Optional wash up meeting for assessors | Virtual |