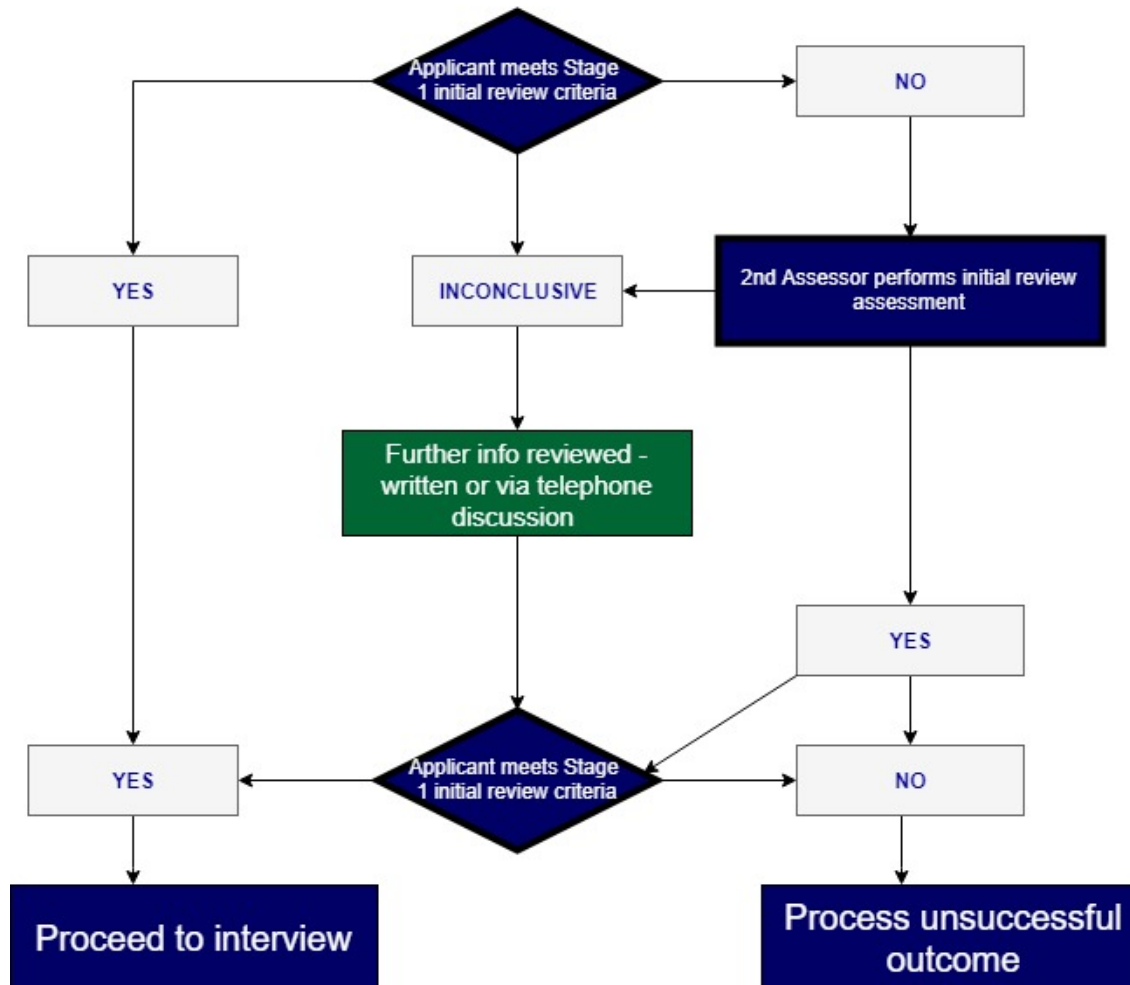




CITP Assessor Training: 6. Assessing further information

6. Assessing further information

Process Flow



6. Assessing further information

How to assess further *written* information

- Read the original assessment and scan the application
- Be sure about the areas the first assessor has identified as needing to be covered by the further information
- Concentrate on the gaps identified
- Read through the additional evidence submitted by the applicant
- Make a judgement as to whether the additional evidence has addressed the gaps identified in the first assessment
- Complete a new “Initial Review Assessment” template

6. Assessing further information

Assessing further *written* information

Ask yourself:

- Does the additional evidence fill in the gaps and shortfalls?

Scan the other evidence in the application and assure yourself as to whether the evidence:

- Appears to fulfil the CITP criteria for depth and breadth
- Indicates the applicant is operating at the right level

6. Assessing further information

How to assess further *verbal* information

- Read the original assessment and scan the application documents
- Be clear about:
 - who the call is to be held with (1) Applicant or (2) Supporter
 - the specific areas that have been identified to be covered
- Plan your questions and ensure the call duration will be no longer than 15-20 minutes
- Make a judgement as to whether the additional evidence has addressed the gaps identified in the first assessment
- Complete the “Initial Review Telephone report” template

6. Assessing further information

Deciding the outcome from further written or verbal evidence

Ask yourself:

- Do you have concerns that the shortfalls, despite the additional evidence, are still significant?
- **'Yes'** – Mark your assessment outcome as “Decline”
 - The process does not allow a further information request at this stage so the application will be closed.
- **'No'** – Mark your assessment outcome as “Proceed to Interview”
 - You may still need to indicate specific areas to be further explored at interview.