CITP Assessor Training:
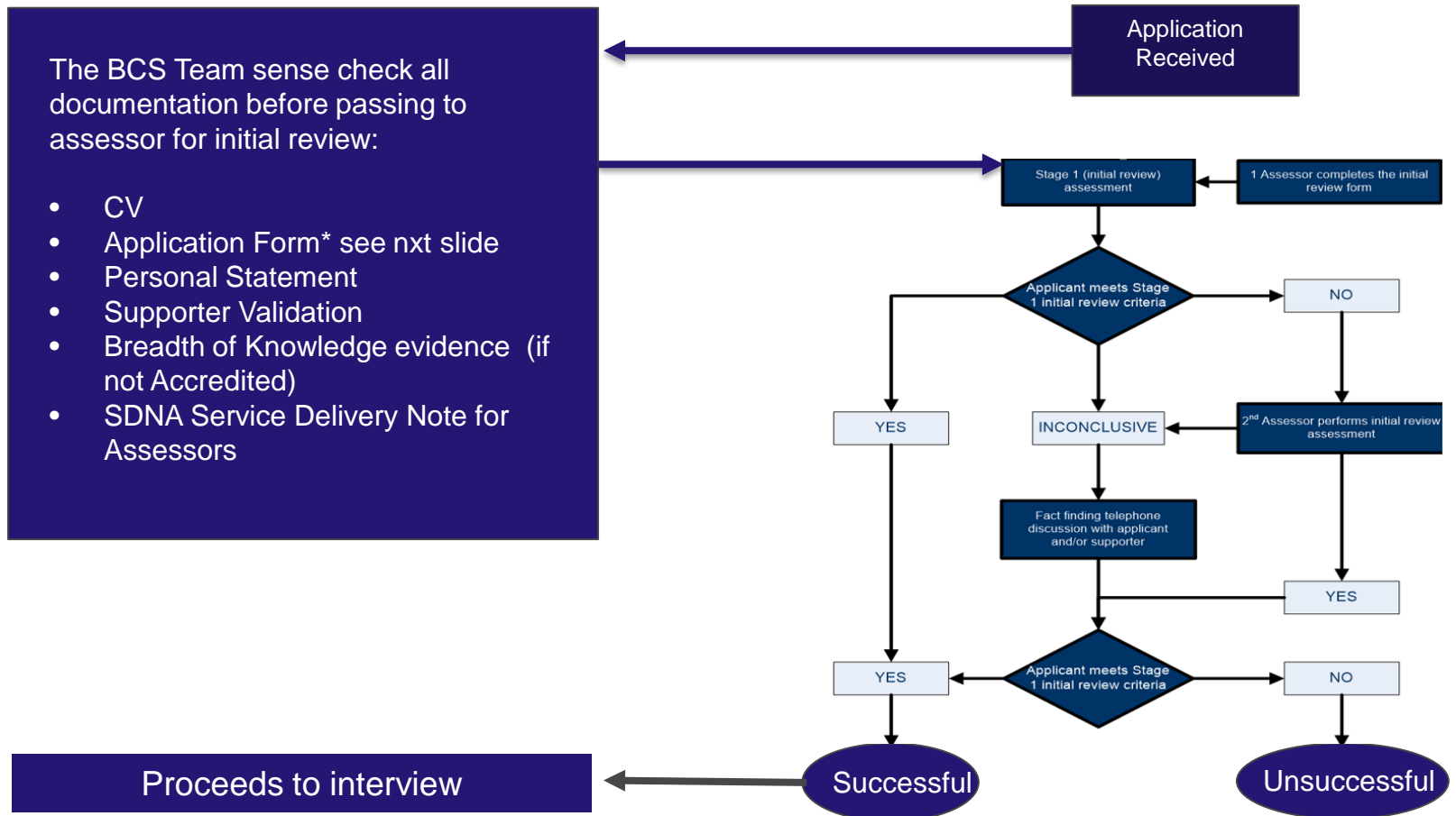## 5. The initial review assessment

The initial review assessment procedure

The BCS Team sense check all documentation before passing to assessor for initial review:

- CV
- Application Form* see nxt slide
- Personal Statement
- Supporter Validation
- Breadth of Knowledge evidence (if not Accredited)
- SDNA Service Delivery Note for Assessors

Application Received

Stage 1 (initial review) assessment

1 Assessor completes the initial review form

Applicant meets Stage 1 initial review criteria

NO

YES

INCONCLUSIVE

2nd Assessor performs initial review assessment

Fact finding telephone discussion with applicant and/or supporter

YES

YES

Applicant meets Stage 1 initial review criteria

NO

Proceeds to interview

Successful

Unsuccessful

Initial Review Assessment – Step by Step overview:

- You'll be notified by BCS that there is an application for your review
- Look through the application documentation first
  - If the application was not submitted online, the application form may be missing, if this is the case don't worry the information that's missing will only be the applicant personal details and will have no bearing on the evidence you need to refer to for your assessment.
- Open the Initial Review assessment template and follow the assessor guidance notes.
- Have the SFIA framework open for easy reference if needed: https://www.sfia-online.org/en/sfia-7
- Complete ALL sections of the initial review assessment template assessing each of the competences, and IT breadth
- Record as much evidence as you see which supports the criteria
- Clearly document any questions for the interviewing assessors to ask
- Submit your completed assessment to BCS within 7 days

Initial Review Assessment – The Assessment

- Fundamental to maintaining the value of the standard is the need for BCS to ensure that assessments are (1) Consistent and (2) Fair.

- BCS places significant trust in its assessors to follow the guidance and apply the standard in a consistent and fair way across ALL assessments.

- When completing your initial review consider the following points…..

The Assessment

Key points:

- Try to gain a sense of the SFIA level reflected by the evidence

- Can you establish what the applicant actually does?

- Overall, does the application make sense?

- Does the evidence look sparse against the requirements ?

- Would further information from the applicant be of value?

The Assessment

- Support your decision with professional comments

- Justify the outcome - Applicants need to know why they're unsuccessful and where they need to improve

- Ensure your comments are professional and can be openly shared with applicants. Under the Freedom of Information Act – the applicant can request to see the assessment

- Be aware of differences in culture and where English may be a second language

How to deal with weak evidence:

What if the evidence is clearly weak in some areas?

Do we fail them?

Do we pass along for the interviewers to clarify?

- There is the option to ask for more details from the applicant

- Before declining the application, requesting further information should be explored.

- Further information may take the form of

  - Telephone discussion with applicant and/or supporter covering 2-3 specific points

  - Further written evidence to cover the shortfalls