

Guidance for Line Managers / Supervisors

Applicants need to provide a workplace assessment - completed by their line manager / supervisor - for each unit for which they do not have direct, externally-validated evidence of competence.

The workplace assessor does NOT need to provide a portfolio of evidence in support of their assessment. However, they must be familiar with the applicant's work and be in a position to make an objective judgement about their competence in relation to the unit/s concerned. They should 'sign off' the applicant's competence only where they have *clear evidence* that they have demonstrated the appropriate knowledge or skills in *real life* settings. Their assessment should be based on one or more of the following: observation of the applicant's practice, supervision of the applicant, evidence provided by appropriate third parties (such as clients / colleagues / previous supervisor/line manager).

Note - completion of a training course does NOT itself provide evidence of competence in a particular area. Also, in some cases the applicant will not have the opportunity within their existing position to demonstrate all of the required competences. Where this is the case arrangements will need to be made for their competence to be assessed in an alternative setting (such as on placement), or, where applicable, for it to be confirmed by a supervisor / line manager from a previous post.

While the workplace assessor does not need to provide a portfolio of evidence in support of their assessment, they do need to outline, on the front sheet of each workplace assessment, the *type* of evidence on which their judgement is based (*ie* how they have assessed the applicant's competence) - as per the following example:

Name of applicant:

I confirm that I am the line manager / supervisor for the above named.

I have assessed the applicant's competence in relation to each of the numbered items listed overleaf and have placed my initials against each numbered item to indicate my satisfaction that the applicant has demonstrated the competence to which it refers (see notes below).

My assessment of the applicant's competence in this unit is based on the following (see notes below):

I have conducted regular one to one and group supervision with the applicant over the last twelve months (1 hour one to one per fortnight, and weekly group supervision), and run the daily debriefs for staff, which the applicant attends.

I have also directly observed her practice in the workplace, and spoken to her colleagues and clients, as well as her previous line manager, specifically focusing on the issues covered in this unit.

Notes

The workplace assessor must complete a separate form for each relevant unit.

As well as completing the front sheet of each form (setting out the evidence on which the assessment has been based, and 'signing off' the applicant's overall competence in relation to the unit concerned), the assessor must also confirm, by initialling them, that they have assessed the applicant's competence in relation to each item within the unit.

When all the relevant individual workplace assessment forms have been completed, a Senior Manager should complete the Workplace Assessment Senior Manager Approval form.