

Role Description



Assessor

Associate Assessment of Professional Competence (A-APC), Experienced Practitioner Assessment of Professional Competence (EP-APC), and applications to the Associate class

This role description aims to give an overview of what's involved in the role of Assessor for the A-APC and EP-APC routes to Chartered membership, and for the Associate class. Full details are available in the Assessor Handbook. An honorarium is paid for each assessment.

The role

Submissions are reviewed by Chartered Town Planners who are selected and trained by the RTPI on an annual basis. Assessors play an important role in one of the key stages of a professional's career, and are central to ensuring that the RTPI's high professional standards are maintained. Assessors for the Associate class, and for the A-APC and EP-APC routes to Chartered membership, will be assessing candidates who come from a variety of educational backgrounds and have a broad range of experience.

It is vital that assessors carry out assessments in a thorough and professional manner. This ensures that all candidates receive both a consistent standard of assessment and constructive feedback on their submissions.

What's involved?

- Assessing, with a co-assessor, submissions for the A-APC and EP-APC routes to Chartered membership, and for the Associate class.
- Assessing resubmissions where candidates have responded to your assessor feedback on their earlier submissions.
- Providing clear, concise, constructive and consistent written feedback to successful and unsuccessful candidates.
- Attending and participating in annual assessor training and completing online training modules.
- Nominating candidates for commendations.
- Participating in membership events in your nation or region, on an occasional basis.

What's expected of you?

Expected time commitments and term:

- Making sufficient time available to be able to assess:
 - Up to six first time submissions during each of the four two-week first time assessment periods during the year, and
 - Up to eight resubmissions during each of the four two-week resubmission assessment periods during the year.
- Providing feedback by agreed deadlines. (Assessors will be aware, from their L-APC assessment experience, of the time taken to assess first time submissions and resubmissions. It is likely that,

compared to the L-APC, less time will be required to assess applications to the Associate class, which has a lower word count and fewer competencies, and more time for the A-APC and EP-APC routes.)

- Carrying out assessments in accordance with the best practice set out in the Assessor Handbook.
- Committing to be an assessor for one complete assessment cycle (13 months).
- Attending annual training conducted by the RTPI and completing any online assessor training modules as directed by the RTPI.
- Reading the guidance and all supplementary resources that are available to candidates.
- Notifying the Membership Team of any potential conflict of interest arising in connection with this role, as soon as any conflict arises.
- Observing the confidentiality of all submission documents.
- Responding promptly to your co-assessor and to officer queries on assessment feedback.
- Completing, and meeting the service levels in, an Assessor Service Agreement.

About you

You will be a Chartered Member of at least five years standing. You will have at least two years' experience as an L-APC assessor, and this experience must be recent (within the last three years). You will have worked in more than one sector or specialist area of planning.

Please note that assessors are not able to be mentors or review individual submissions while they are assessors, as they need to remain fair and impartial.

This role will suit members with:

- Excellent communication skills, in particular written communication skills.
- Good analytical skills and the ability to summarise detailed information effectively.
- A collaborative approach to working with other assessors.
- Willingness to devote time to the role and ability to deliver quality feedback during the assessment period.
- A keen interest in the routes to Chartered membership and other membership classes.
- A good understanding of the diverse planning experience and backgrounds of candidates who may come through the non-accredited routes to membership.
- A keen interest in professional standards and development, including a willingness to provide positive and constructive feedback.
- A keen interest in membership assessment procedures.
- A strong commitment to planning and the RTPI's strategic objectives and vision.

Key contact:

Membership Manager