

**ASSESSOR GUIDE**

[www.silc.org.uk](http://www.silc.org.uk)

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1. **Introduction**

SiLC Assessors are volunteers supporting the registration of SiLCs. Successful SiLC candidates can be recommended as an Assessor following their SiLC assessment. The SiLC Secretariat invites those nominated when additional capacity is required on the panel. The current SiLC Secretariat is Forum Court Associates.

Benefits of being an assessor:

* individual professional development;
* networking with peers;
* contributing to the development of the profession;
* input into the development of the SiLC qualification;
* upholding the profession.

As well as supporting the registration of SiLCs, the role will also involve assessing the capability of candidates to become Suitably Qualified Persons (SQP) under the National Quality Mark Scheme (NQMS).

**2. Information for** **Assessors**

***Role***

Depending upon the number of candidates each year, Assessors may be asked to become involved with typically one exam round every two years. Assessors unable to help over two consecutive years (4 rounds) may be asked to step down from the panel so that an active Assessor may be appointed. From 2016B exam round onwards, the assessment process will qualify candidates as both SiLC and SQP.

Assessors are notified of scheduled assessment dates before each assessment round. Assessors are asked to notify the SILC Secretariat if they are available. Assessors are also asked if they can offer a venue for the interview and recording equipment. A list of candidate names and organisations will be circulated to participating Assessors to identify any possible conflict of interest. Conflicts could include for example: personal friendship, working relationship or working for the same organisation.

Assessors should consider that perceptions may vary when declaring conflicts of interest (an Assessor may have met a candidate on a project that they thought went well but the candidate may not have the same perception and as a result may appeal against the Assessors involvement).

Candidates are allocated a reference number. Candidate examinations are marked anonymously. Assessors are required to participate in all stages of the assessment for up to three candidates.

The assessment process for SiLC and SQP comprises two stages.

***Stage 1: Marking the written assessment:***

1. reviewing application papers,
2. reviewing an individual written submission (max 1500 words) against the SiLC Criteria,
3. marking answers to a written exam paper,
4. providing the SiLC Secretariat with marking sheets by the given deadline,
5. informing the SiLC Secretariat if a candidate should clearly fail to meet the SiLC Criteria and therefore be refused an interview,
6. discussion with the co assessor to compile interview questions (after receipt of the co assessors marking sheet from the Secretariat, not before),
7. Reviewing the results of the candidate’s on-line National Quality Mark Scheme Assessment,
8. submitting a draft of the interview questions to the SiLC Secretariat approximately a week before the interview.

***Stage 2: The Interview***

1. Conduct a peer interview for each marked candidate (usually 3 to 4 interviews a day)
2. Provide a marking sheet and the recorded interview to the SiLC Secretariat within 5 days of the interview
3. A silent observer will be present at interviews. The observer will not ask questions during the interview, but will assist in the deliberations of the two assessors as appropriate. New Assessors will be invited to sit in as silent observer on at least one interview for training purposes.

Assessors should attend the annual SiLC Assessors meeting to receive updates on the application and assessment process, exchange information and identify good practice.

***Expenses***

SiLC Assessors are able to claim, where necessary, travel expenses for SiLC related business. Assessors are required to adhere to the SiLC Secretariat Expense Claim Policy and submit expenses to the SiLC Secretariat.

**3. The Process**

**3.1 Instructions and written submission**

Instructions to Candidates are summarised here at Appendix 1. Assessors should remind themselves of these instructions which are presented in full in the SiLC Registration Guide.

The Individual Written Submission guides the Assessor on the broader knowledge and understanding of the candidate (see the registration guide for possible subjects on breadth of knowledge). The Assessor reviews the submission against the SiLC Criteria and Code of Practice (Appendix 2) to identify areas to be explored at interview. The SiLC Criteria and Code of Practice cover both the duties of a SiLC and an SQP.

**3.2 Assessment Papers issued to Candidates**

The written exam question paper, supporting data for completing the exam and instructions to candidates are placed on a secure area of the SiLC web site. Candidates are contacted by email on the start date, with the web link and their candidate declaration and reference number.

Candidates have four weeks/weekends to complete the question paper by the set date. Free deferrals will only be granted on production of a valid medical certificate confirming illness or other exceptional circumstance (such as bereavement for example) during the assessment period.

Candidates sign a declaration form stating that plagiarism and significant collaboration will result in failure and that they accept the data protection application to audio record interviews and to have an observer present.

**3.3 The written exam question paper**

The written exam question paper is prepared by a sub group of the SiLC PTP. Once drafted the question paper is normally reviewed by an academic member of the PTP to address any ambiguities in and ensure clarity of, the text. The exam is “Open Book” and therefore, Candidates are not expected to be able to answer the questions without an appropriate amount of research. From 2017, the written exam now comprises three questions. Each question is worth 25%.

Question 1 presents Candidates with a small number of reports or extracts of reports or papers pertinent to a particular site. Author and checker names will be deleted from the reports so that in the event of author and/or checker being assessors for a particular exam round, the candidates will not be aware of this and not feel restricted in any way in their responses at interview. Candidates are asked to prepare an Executive summary of the factual content of the reports ensuring that they:

* Cover all the information given in the reports
* Identify the provenance of all the information
* Give a clear, accurate and precise overview of the history and current environmental condition of the site including a conceptual site model
* Identify any adjacent land that could influence the use or redevelopment of the site or be influenced by conditions on the site
* Identify any other issues relating to the site that might influence the site use or redevelopment
* Identify any gaps in the information
* Identify any conflicts in information or caveats on the data provided
* Provide a location plan, site plan, cross section that illustrate the site conditions

Questions 2 and 3 will be related to other aspects of the management of land condition. The questions may be in more than one part, but if so, those parts will all be on a related subject or aspect of the management of land condition. Questions 2 and 3 will be designed to test the Candidate against the remaining SiLC Criteria and may test awareness of emerging, established or problematic technical, scientific matters, commercial aspects (such as conflicts of interest), regulatory roles and responsibilities (including knowledge of legislation, regulation and guidance related to land affected by contamination).

**3.4 Assessment of Submitted Papers**

Two assessors are allocated approximately three weeks/weekends to mark the papers for the candidates they have been allocated. Assessors use answer guidelines and the sliding scale (see 3.3 below) to indicate whether the candidate has provided a competent answer (60% + score). At this stage the outcome is considered a ‘potential outcome’ as the interview may raise or lower this mark when verbal responses to knowledge and understanding are tested.

Potential sliding scale outcomes are recorded on Appendix 4 and this is returned to the SiLC Secretariat. On receipt of Appendix 4, the Individual Written Submission, copies of the candidate’s application papers and the results of their on-line NQMS assessment are forwarded to the Assessors for review. These documents identify the candidate and cannot be sent until all Appendix 4 sheets are returned.

Following receipt of the marking sheets from all Assessors, the SiLC Secretariat provides contact details for partner Assessors so that they can then:

* compare judgements on the candidate’s written papers, (discuss and resolve any conflicting assessment comments)
* confirm subjects to be covered at interview to assess the candidate’s competency covering the SiLC Criteria and Code of Practice
* compile a list of mutually agreed questions
* decide between them who will lead the interview (an experienced assessor will lead the first interview for a new assessor)

A copy of the Assessors’ combined draft interview questions is sent electronically to the SiLC Secretariat. Where possible this list of questions should be forwarded to the SiLC Secretariat at least 1 week before the first interview.

**3.5 Sliding Scale**

Inadequate

<50%

Competent

60 – 69%

PASS

Very competent

70 – 84%

Exceptional

>84%

Borderline

50 – 59%

**Exceptional** (>84%): Additionally to very competent, the answer demonstrates a very high level of knowledge and skills - with imagination, originality or flair and providing realistic professional advice. The answers are comprehensively and very well researched, and argued.

**Very competent** (70 – 84%). Additionally, to Competent, the answer demonstrates a high level of awareness and understanding of the knowledge and skills required, such as the ability to identify and assess critical issues or problems, to solve non-routine problems and/ or to adapt and apply ideas to new situations,

**Competent** (60 – 69%). Work is satisfactory and accurate with few errors or omissions. It is of a standard that demonstrates an ability to perform the sort of tasks appropriate to a registered SiLC or SQP. The work is to a standard of competence such that a client could reasonably expect to rely on.

**Borderline** (50 – 59%). Does not clearly satisfy the threshold requirements. Work is not articulate or particularly well expressed and/ or of a rather poor standard, with some errors or omissions. It is not clear that the candidate is capable of producing work appropriate to a registered SiLC or SQP and upon which a prospective client could rely. However, if tested at interview on the specific areas of weakness, the candidate may be able to demonstrate that they are competent.

**Inadequate** (<50%). Does not satisfy the threshold requirements. Work is inarticulate and of poor standard, faulty and badly expressed. The candidate has not demonstrated that they are capable of producing work appropriate to a registered SiLC or SQP and upon which a prospective client could rely.

## 3.6 Return and Retention Times for Assessment Sheets

Assessors are given a date by which they need to return a copy of the completed assessment sheet for each candidate’s answer paper (Appendix 4). The Assessor keeps a copy as a guide for interview. The assessment paper should justify in the comments box why the candidate achieved this ‘potential outcome’ on the sliding scale. It should be noted that the candidates are entitled to see these assessment sheets on request. Assessors should provide constructive feedback and not include any comments that may be considered derogatory or defamatory.

**It is essential that assessment sheets are received by the closing date given to the Assessor.**

Assessors retain the completed answer papers, application papers and individual written submission for 6 weeks after the peer interviews to allow for appeals. All documents should then be shredded or returned to the SiLC Secretariat for shredding and all electronic files should be deleted (including any documents sent by email).

## 3.7 Peer Interview

The two Assessors who marked the papers interview each candidate. The Lead Assessor will oversee and audio record the interview. The silent observer / trainee assessor and PTP rep (if not interviewer) must stay silent during the interview.

## 3.8 NQMS Assessment

At least two weeks before the peer interview candidates will be requested to complete the online NQMS assessment, the results of which will be sent to the assessors. This forms Q4 of the exam process.

## 3.9 Candidate preparation for Interview

Candidates are notified of a provisional interview date and venue as soon as the SiLC Secretariat has allocated Assessors to mark the papers. (Formal confirmation is sent once the Assessors confirm that the candidate will be put forward for interview).

Candidates are asked to re-read their application materials prior to the interview. Candidates are asked to prepare a five minute verbal presentation (i.e. not PowerPoint), summarising their current and past jobs and responsibilities relevant to their application, key experience and any experience gained since submitting their initial application.

Candidates are reminded that they will be interviewed on the full range of SiLC Criteria and the SiLC Code of Practice, which also cover the requirements of the NQMS and SQPs. A copy of this Assessor guide is available to candidates on the SiLC website.

Candidates will not be informed of who will be assessing them at interview to ensure that their preparation is neutral across potential professional interests and disciplines.

Candidates are advised to bring a copy of their application materials into their interview.

## 3.10 Timetable for interview

The interview will last for 60 minutes. Before the interview the Assessors should review the candidate’s answer paper, individual written submission and application form. The result of the interview discussion should be to verify the candidate’s ability to meet the SILC Criteria and comply with the Code of Practice.

The Lead Assessor should cover the following points prior to the interview commencing:

* Housekeeping for the venue, e.g. planned fire alarms,
* Brief introduction of the Assessors and Silent Observer,
* The interview process for the day,
* Assessor confidentiality, and
* That the interview will be recorded and this record will be provided to the Secretariat in confidence.

The candidate will provide a five minute resume of their experience in relation to becoming a SiLC. The Assessors then progress the questioning through the different areas of the SiLC Criteria and Code of Practice informed by the candidate’s applications form, written submission, completed exam paper and online NQMS assessment. At the end of the interview the Lead Assessor should thank the candidate for their attendance and give them an opportunity to raise any questions or make any comments about the assessment process.

After the interview Assessors complete an assessment sheet (Appendix 5) and agree the overall result which they both sign. Assessors are responsible for providing their own blank copies of the assessment sheet to complete. These must be completed in draft on the day, typed as soon as possible after the interview and before signature by the assessors. This process should be by email exchange so that both assessors are satisfied with the comments before the sheet is signed and sent to the Secretariat. It should be noted that unless the candidate meets all of the SiLC Criteria (confirmed by the Assessors by entering “yes” against each criterion), a pass cannot be awarded. In the event of a candidate failing the overall process, the Appendix 5 assessment sheet will be provided to the candidate, and should therefore contain a fair summary of where the candidate has not met the SiLC Criteria.

**Applicants should satisfy all areas of the Code of Practice. Assessors can only assess candidates against the SiLC Criteria and the Code of Practice. A candidate can only fail against the SiLC Criteria or SiLC Code of Practice. The SiLC Criteria and Code of Practice have been revised in 2016 to include the requirements of qualifying as an SQP.**

If the Assessors are unable able to agree on a candidate, the silent observer should mediate (where this is an experienced Assessor). Only in exceptional circumstances will the SiLC PTP review the application. The observer/trainee should join in and contribute to the post interview discussion as appropriate. The assessment sheet should include comments to support the Assessors’ judgement. Comments should be constructive and not include any comments that may be considered derogatory or defamatory. In the event of an appeal against a decision, the assessment sheet will form part of the review of whether there are grounds for the appeal, based on failure to follow due process. Appendix 5 should be forwarded to the SiLC Secretariat together with the audio recording within one week of the interview.

# 4. Standards Required for a Candidate to Pass the Assessment

At the end of the assessment, candidates must satisfy all the areas of the SiLC Criteria for SiLC status to be awarded. For example:

* if the written answers to the one or more of the exam questions were borderline, the interview should have established by the candidate’s overall responses to questions probing the issues identified that they were in fact competent in this area,
* If the candidate did not pass the NQMS online assessment on one or more attempts the assessors will ask detailed questions on the background and operation of the scheme to ensure he/she has a thorough understanding of the scheme,
* if the responses in all other areas are competent, their response to questions about the Code of Practice must also be competent to pass.

A candidate can only fail against the SiLC Criteria or SiLC Code of Practice.

# 5. Unsuccessful Candidates

Unsuccessful candidates will be provided with a copy of their assessment sheet (Appendix 5). This sheet includes the Assessors’ comments.

There is an Appeal Procedure should the candidate have a case to appeal which is available on the SiLC web site <http://www.silc.org.uk/wp-content/uploads/2011/10/SiLC-Appeal-Procedure-June-2009.pdf> .

Unsuccessful candidates may re-apply at the next opportunity, however, a full fee is payable. Unsuccessful candidates will be offered the opportunity for advice/mentoring in any areas of weakness identified in the process. The mentor will be a senior assessor with appropriate skills/ background. See Section 6.2 in respect of the letter which will be sent to any unsuccessful candidates.

# 6. Responsibilities

## 6.1 Assessor Responsibility

All assessors must ensure they are fully conversant with the SiLC Criteria and Code of Practice (Appendix 2) that are current at the time of the assessment they are conducting.

All Assessors have a responsibility to read all of the information provided on the candidate, identify the candidate’s potential strengths and weaknesses and formulate a list of questions for the interview (see Appendix 3 for notes on question development). A candidate can only fail against the SiLC Criteria or SiLC Code of Practice and an Assessor must be satisfied that they have tested the candidate against these.

Assessors must adhere to the interview and other procedures set out in this guide. Assessors should treat all candidates impartially. Assessors are responsible for adhering to the confidentiality agreement with the SiLC Secretariat. If an assessor is also the author or checker for any of the reports issued for Question 1, they should not make the candidate aware of this (see Section 3.3).

The Assessors should decide if there are any reasons why the candidate should not be a SiLC Assessor and this information shall be forward to the SiLC Secretariat on the post interview assessment sheet (Appendix 5). The SiLC Secretariat will keep a record of suitable candidates to send invitations as required.

## 6.2 Lead Assessor Responsibility

The Lead Assessor has a responsibility for administering the interview, keeping the interview to time, maintaining consistent standards in the interview and for the overall decision making process. The Lead Assessor has the responsibility for recording the interview and returning that record to the SiLC Secretariat. The Lead Assessor is also responsible for ensuring the interview follows the procedures described in this document

At the start of the interview the Lead Assessor should spend a few minutes introducing those present and outlining the procedure for the interview. The Assessors should then invite the candidate to give a five minute presentation about their experience in relation to the SiLC Criteria. At the end of the interview the Lead Assessor will inform the candidate that they will be notified in writing of the outcome of their assessment within four weeks. The Lead Assessor should ask if the candidate has any questions or suggestions on the process and thank them for attending.

Should it be necessary to fail a candidate, a letter will be sent to the candidate by the Secretariat informing them that on this occasion the assessors do not consider it appropriate to register them as a SiLC/SQP. Appendix 5 (the post interview assessment sheet) will be referred to in the letter as presenting the reasons why the candidate has not been successful and Appendix 5 will be enclosed with the letter.

The letter will encourage the candidate to make another application when they have addressed the bullet points in the letter and will suggest that the candidate might like to request that one of the assessors contacts them to discuss their application. Normally this would be expected to be the Lead Assessor but, if circumstances dictate, it could be the second assessor. Contact with the candidate should only be made after the sending of the letter and a request by the candidate via the Secretariat.

## 6.3 SiLC Secretariat role

Candidates’ applications will be checked for completeness, if necessary consulting with the SiLC PTP. The SiLC Secretariat will arrange the interviews and liaise with candidates.

The SiLC Secretariat will circulate all completed assessment sheets to the PTP after the last interview. The SiLC PTP will be given a date to respond to the SiLC Secretariat by, to allow the SiLC Secretariat to release the results on time (a minimum of 5 responses are required from the SiLC PTP).

The SiLC Secretariat will notify the candidates in writing of their result.

The Assessors’ decision is final and further correspondence with any candidate should not be entered into. The SiLC Secretariat will manage the Appeals process. The SiLC Secretariat will report appeal results to the SiLC PTP. Candidates should be referred to the SiLC Secretariat in all matters relating to their application and assessment.

# 7. Interview Cancellation

Candidates may be required to pay an administration charge if they cancel their interview.

If an Assessor is not able to attend on the day, the interview may be cancelled at short notice. If this is on the same day as the interview the candidate will be entitled to a refund of reasonable travel expenses on production of tickets and receipts. No other form of compensation is available.

**8. Appeal Process**

The Appeal Process is set out in full at <http://www.silc.org.uk/wp-content/uploads/2011/10/SiLC-Appeal-Procedure-June-2009.pdf> . Appeal interviews must be completed within six months, or the candidate will be required to pay the full fee and re-take the full assessment.

# Appendix 1 Summary of Instructions to Candidates

Read this summary, or the full instructions if necessary before starting the assessment. The full instructions are given in the SiLC Registration Guide.

**Candidate Declaration Form**

All candidates must sign and return the Candidate Declaration Form

**SiLC Criteria**

In both their written submission and their response to the Question paper, candidates must show that they are competent with respect to the SiLC Criteria, namely that they:

* 1. Are able to demonstrate a thorough knowledge of their particular area of expertise,
  2. Are able to demonstrate awareness and some understanding of other relevant fields and professions required in land management,
  3. Are able to demonstrate objective judgement in information and data management,
  4. Are able to communicate well and manage effective interaction between interested parties,
  5. Have familiarity, understanding and the ability to assess and summarise complex data (using LCR if appropriate),
  6. Be able to demonstrate thorough understanding of the requirements of the National Quality Mark Scheme (NQMS) and the responsibilities of the Suitably Qualified and Experienced Person (SQP),
  7. Know and can demonstrate a willingness to comply with all sections of the Code of Practice.

**Written submission**

In their written submission, the candidate should include sections on the following:

1. How disparate information sets on a contaminated land project can be effectively recorded, verified and communicated.
2. A description of your role in your own profession when dealing with Brownfield sites and how this relates to other professions. Your broad knowledge of other professions should be demonstrated. (You might give information regarding your role in a multi-disciplinary team project for example.)
3. How you remain up to date with developing technical and regulatory changes in dealing with Brownfield sites.
4. The skills in land condition that you have employed and what you have learned with particular emphasis on ensuring quality, demonstrated by detailed reference to one or more projects.
5. The relevance of the SiLC Code of Practice to your overall work activities and personal development.

NB: The length of the individual written submission is expected to be between 1200 and 1500 words (including bullets, footnotes, tables and figures). The candidate should provide a word count at the end of the paper.

**The Answer Paper**

* Candidates have been advised to read questions and guidance carefully.
* A high standard of answer is expected as adequate time has been allocated for the assessment.
* An incomplete or poor standard of answer paper may be rejected and the interview cancelled as a result – the candidate would not be entitled to a refund and the full fee would apply for a future assessment.
* Candidates must use only the information provided to complete exam question No 1 (where extracts of various reports on a subject site are provided). Candidates must not research further information about the site in order to complete this question, as this would cut across marking criteria.
* The exam is “open book” and candidates are expected to have to carry out research to inform their answers to Questions 2, 3 and 4. References should be cited (the reference list does not form a part of the word count – see below).
* Candidates should have allowed sufficient time to review and edit their answers to all the exam questions as Assessors look for written communication skills, accuracy, clarity and conciseness
* Candidates must adhere to the word limits set and any text in excess of the limit will not be marked and no credit will be given for these additional words.
* Candidates should be aware that Assessors look for underpinning knowledge and understanding of the principles required;
* Following availability of the exam paper, the details of any of the questions, answers and manner of presentation should not have been discussed by Candidates with colleagues, other SiLCs or fellow professionals
* Plagiarism and / or group answers will be failed.

**Presentation of the Answer Paper**

Candidates are advised that:

* All submissions must be printed, or typed on sheets of A4 paper,
* Each answer must begin on a new sheet of paper with the candidate reference numberand question number printed clearly at the top of every page,
* They should not include their name or organisation name on their answer sheets,
* They should present the answers in clear English with a good standard of grammar and spelling,
* The word limit for submissions is cited (word limit includes words within figures, tables and diagrams). Candidates must print the word count beneath each question. Candidates are advised that if they do exceed the word count, any text in excess of the limit will not be marked and no credit will be given for these additional words.

## 

## NQMS Online Assessment

## At least two weeks before the peer interview, candidates will be invited to complete the online NQMS multiple choice assessment. They are allowed three attempts to pass the assessment and the results (including any failed attempts) will be sent to the assessors prior to the interview.Appendix 2: The SiLC Criteria and Code of Practice

**SiLC Criteria**

Candidates should:

1. Be able to demonstrate a thorough knowledge of their particular area of expertise,
2. Be able to demonstrate awareness and some understanding of other relevant fields and professions required in land management,
3. Be able to demonstrate objective judgement in information and data management,
4. Be able to communicate well and manage effective interaction between interested parties,
5. Show familiarity, understanding and ability to assess and summarise complex data (using LCR if appropriate),
6. Be able to demonstrate thorough understanding of the requirements of the National Quality Mark Scheme (NQMS) and the responsibilities of the Suitably Qualified and Experienced Person (SQP),
7. Know and demonstrate a willingness to comply with all sections of the Code of Practice.

**SiLC Code of Practice**

The SiLC Code of Practice is designed to ensure the commitment of individuals to the aims and objectives of SiLC, which are to:

* continuously improve the competence of land condition practitioners; and
* establish, enhance and uphold the professions reputation.

Specialist in Land Condition shall:

1. Uphold and promote the integrity of their profession.
2. Exercise honesty, diligence and impartiality in their professional work.
3. Seek to understand and comply with all legislation / standards in the country in which they are practicing.
4. Not allow conflict of interests to influence their professional decisions and judgement, make all bodies concerned aware of such conflicts.
5. Not accept anything of value from clients, employers or third parties which could be thought to influence their professional judgement.
6. Continually work to maintain and improve their knowledge using a combination of training and practical work; and give reasonable assistance to candidates wishing to enter the profession.
7. Maintain and enhance levels of proficiency, both individually and throughout the profession.
8. When giving advice, make relevant persons aware of the potential consequences and alternatives.
9. Acknowledge their limitations of competence and not undertake any work which he / she knows is beyond their professional capability.
10. Ensure all information given to and contained within data assessments is, to the best of their knowledge, correct and accurate.
11. Not endorse any information or declarations from clients or third parties which they cannot verify as accurate and true.
12. Keep up to date with the NQMS and comply with all the requirements when acting as an SQP. If a scheme on which they have acted as an SQP is audited by a Regulator (EA, NRW, SEPA or LPA) or the SiLC PTP, provide all information that is requested.
13. Endeavour to uphold and enhance the reputation of the register.

# Appendix 3: Assessment sheet for Assessor use only

**PLEASE DO NOT RETURN TO THE SiLC Secretariat**

(Use this sheet to collate comments from the Answer Paper, application, Individual Written Submission and online NQMS Assessment)

Candidate Number……………………………………………………………………

Section 1

Please indicate whether the candidate shows a breadth of knowledge on the SiLC Criteria listed below. Please provide comments on the candidate’s knowledge of each element of the SiLC Criteria. This will enable you to ascertain the main areas to question at interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Main area | Criteria | Competent  Y/N? | Comments |
| Breadth and Depth of experience/ knowledge | Demonstrate a thorough knowledge of their particular area of expertise. |  |  |
| Demonstrate awareness and some understanding of other relevant fields and professions required in land management. |  |  |
| Data management. Knowledge & Understanding | Demonstrate objective judgement in information and data management. |  |  |
| Show familiarity, understanding and ability to assess and summarise complex data (using LCR if appropriate). |  |  |
| NQMS | Demonstrate a thorough understanding of the NQMS and the role and responsibilities of the SQP |  |  |
| Skills | Be able to communicate well and manage effective interaction between interested parties |  |  |
| Code of Practice  (See attached) | Know and demonstrate a willingness to comply with all sections of the Code of Practice |  |  |

**Recommendations for interview**

Please use this space to jot down your own ideas for interview questions.

When you have discussed with your partner assessor and compiled a complete list of questions please arrange for one of you to submit that combined list to the SiLC Secretariat for forwarding to the professional body representative who will be recording the interview.

Alternatively, you may inform the SiLC Secretariat that you will take a hard copy of interview questions with you on the interview day for the rep.

Notes on question compilation for Assessors

Assessors should compile questions in advance of the interview across the range of SiLC Criteria and Code of Practice, including:

* Questions about data compilation and use (from exam and also written submission),
* Questions about objective judgement in managing information sources and data management,
* Questions about the candidate competency within their own profession (from exam answers),
* Questions to determine knowledge of the NQMS and the role / responsibilities of the SQP,
* Questions regarding links to other professions (across the range of potential registered SiLCs – refer to suitable professional body membership for range),
* Questions about the candidate’s professional background/experience (based on their individual written submission and project experience etc.),
* Questions around how the candidate meets the requirements of the SiLC Code of Practice, particularly covering ethical issues, but also a final check that all the SILC Criteria have been covered.

Some assessors put these together with colour or other coding to signal who will lead the questioning.

Depending on the answers given, Assessors may decide to change their line of questioning or miss some of the prepared questions or add other new questions to ascertain the candidate’s knowledge and understanding. The pre-prepared questions that are submitted to the SiLC Secretariat and Professional Body Representative act as a guide to ensure that the SiLC Criteria and Code of Practice are covered.

## Appendix 4: Question Paper assessment sheet

Please note that comments below relate only to the answer paper. Once this form is **returned to the SiLC Secretariat** the Assessor will receive the application forms and individual submission to review. The full range of submissions will help you to determine the interview questions. The candidate responses at interview may raise or lower your sliding scale mark estimated below, thus giving the final conclusion to the assessment process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Specialist in Land Condition: Questions Assessment Sheets** | | | |
|  |  |  |  |
| **Comments should be clear and concise** | | | |
| Please remember that candidates are entitled to view the marking sheets on request. | | | |
| Assessors Name: | |  |  |
| Candidate No. | |  |  |
|  |  |  |  |
|  | **COMMENTS** | **Sliding Scale Result** | **Meets SiLC Criteria**  **Y/N** |
| Q1 |  |  |  |
| Q2 |  |  |  |
| Q3 |  |  |  |
|  |  |  |  |
| **Assessor notes on recommendations for interview questions / areas to explore identified from the answer paper** | |  |  |
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## Appendix 5: Final Assessment Sheet (post interview)

**Post Interview Assessment Sheet**

*This post interview assessment sheet relates to the full assessment process (i.e. not just the interview) indicating the final outcome for the candidate.*

***RETURN THIS FORM TO THE SiLC Secretariat WITHIN 5 DAYS OF THE ASSESSMENT***

Candidate Name……………………………………………………………………

Please indicate whether the candidate shows a breadth of knowledge on the SiLC Criteria listed below. Please provide comments on the candidate’s knowledge of each element of the SiLC Criteria. **Candidates must satisfy all the areas of the SiLC Criteria for SiLC status to be awarded.**

|  |  |  |  |
| --- | --- | --- | --- |
| Main area | Criteria | y/n | Comments |
| Breadth and depth of experience/ knowledge | Be able to demonstrate a thorough knowledge of their particular area of expertise |  |  |
| Demonstrate awareness and some understanding of other relevant fields and connected professions required in land management. |  |  |
| Data management, knowledge & understanding | Be able to demonstrate objective judgement in information and data management. |  |  |
| Show familiarity, understanding and ability to assess and summarise complex data (using LCR if appropriate). |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Skills  *Candidates should be able to interpret information and be able to give advice to stakeholders based on this interpretation)* | Demonstrate ability to communicate well |  |  |
| Demonstrate ability to manage effective interaction between interested parties |  |  |
| NQMS | Demonstrate a thorough understanding of the NQMS and the role and responsibilities of the SQP |  |  |
| Code of Practice  (See attached) | Know and demonstrate a willingness to comply with all sections of the Code of Practice. |  |  |

**Recommendations**

Please use this section to describe your recommendations. Please provide reasoning behind decisions, identify the candidate’s strengths and weaknesses and include constructive comments on the candidate’s performance.

|  |
| --- |
|  |

**Overall Recommendation: Pass Fail**

**Reasons for fail:**

For Passed Candidates – Would you recommend this candidate as an Assessor?

YES NO

If NO, please give reasons:

**Lead Assessor name (print):**

**Signature:**

**Date:**

**Assessor name (print):**

**Signature:**

**Date:**

**SiLC Criteria**

Candidates should:

1. Be able to demonstrate a thorough knowledge of their particular area of expertise
2. Be able to demonstrate awareness and some understanding of other relevant fields and professions required in land management
3. Be able to demonstrate objective judgement in information and data management
4. Be able to communicate well and manage effective interaction between interested parties
5. Show familiarity, understanding and ability to assess and summarise complex data (using LCR if appropriate)
6. Be able to demonstrate thorough understanding of the requirements of the National Quality Mark Scheme (NQMS) and the responsibilities of the Suitably Qualified and Experienced Person (SQP),
7. Know and demonstrate a willingness to comply with all sections of the Code of Practice.

**SiLC Code of Practice**

The SiLC Code of Practice is designed to ensure the commitment of individuals to the aims and objectives of SiLC, which are to:

* continuously improve the competence of land condition practitioners; and
* establish, enhance and uphold the professions reputation.

Specialist in Land Condition shall:

1. Uphold and promote the integrity of their profession.
2. Exercise honesty, diligence and impartiality in their professional work.
3. Seek to understand and comply with all legislation / standards in the country in which they are practicing.
4. Not allow conflict of interests to influence their professional decisions and judgement, make all bodies concerned aware of such conflicts.
5. Not accept anything of value from clients, employers or third parties which could be thought to influence their professional judgement.
6. Continually work to maintain and improve their knowledge using a combination of training and practical work; and give reasonable assistance to candidates wishing to enter the profession.
7. Maintain and enhance levels of proficiency, both individually and throughout the profession.
8. When giving advice, make relevant persons aware of the potential consequences and alternatives.
9. Acknowledge their limitations of competence and not undertake any work which he / she knows is beyond their professional capability.
10. Ensure all information given to and contained within data assessments is, to the best of their knowledge, correct and accurate.
11. Not endorse any information or declarations from clients or third parties which they cannot verify as accurate and true.
12. Keep up to date with the NQMS and comply with all the requirements when acting as an SQP. If a scheme on which they have acted as an SQP is audited by a Regulator (EA, NRW, SEPA or LPA) or the SiLC PTP, provide all information that is requested.
13. Endeavour to uphold and enhance the reputation of the register.