

1. Knowledge of Key Legislation and External Frameworks

Self Assessment:

| | Rating | | | | |
|---|--------|---|---|---|---|
| • Awareness of legislation governing HPC | 5 | 4 | 3 | 2 | 1 |
| • Sensitivity to the role and views of the Professional Body | 5 | 4 | 3 | 2 | 1 |
| • Understanding of legislation affecting education providers eg (H&S) | 5 | 4 | 3 | 2 | 1 |
| • Awareness of the issues relating to and relevant of diversity and equality. | 5 | 4 | 3 | 2 | 1 |

Assessment of fellow Visitor:

| | Rating | | | | |
|---|--------|---|---|---|---|
| • Awareness of legislation governing HPC | 5 | 4 | 3 | 2 | 1 |
| • Sensitivity to the role and views of the Professional Body | 5 | 4 | 3 | 2 | 1 |
| • Understanding of legislation affecting education providers eg (H&S) | 5 | 4 | 3 | 2 | 1 |
| • Awareness of the issues relating to and relevant of diversity and equality. | 5 | 4 | 3 | 2 | 1 |

Lay Visitor assessment of Registrant Visitor:

| | Rating | | | | |
|---|--------|---|---|---|---|
| • Awareness of legislation governing HPC | 5 | 4 | 3 | 2 | 1 |
| • Sensitivity to the role and views of the Professional Body | 5 | 4 | 3 | 2 | 1 |
| • Understanding of legislation affecting education providers eg (H&S) | 5 | 4 | 3 | 2 | 1 |
| • Awareness of the issues relating to and relevant of diversity and equality. | 5 | 4 | 3 | 2 | 1 |

Rationale for rating other than 3

2. Application of Relevant Procedures

Self Assessment:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Evidence of Preparatory work | 5 | 4 | 3 | 2 | 1 |
| • Knowledge and application of HPC Procedures | 5 | 4 | 3 | 2 | 1 |
| • Asks only relevant and appropriate questions | 5 | 4 | 3 | 2 | 1 |

Assessment of fellow Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Evidence of Preparatory work | 5 | 4 | 3 | 2 | 1 |
| • Knowledge and application of HPC Procedures | 5 | 4 | 3 | 2 | 1 |
| • Asks only relevant and appropriate questions | 5 | 4 | 3 | 2 | 1 |

Lay Visitor assessment of Registrant Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Evidence of Preparatory work | 5 | 4 | 3 | 2 | 1 |
| • Knowledge and application of HPC Procedures | 5 | 4 | 3 | 2 | 1 |
| • Asks only relevant and appropriate questions | 5 | 4 | 3 | 2 | 1 |

Rationale for rating other than 3

3. Understanding of the Role

Self Assessment:

| | | | | | |
|--|---|---|---|---|---|
| • Demonstrates up to date knowledge for the role | 5 | 4 | 3 | 2 | 1 |
| • Can be relied to return the report within 10 working days of visit | 5 | 4 | 3 | 2 | 1 |
| • Appreciates the impact of the process on the Education Provider | 5 | 4 | 3 | 2 | 1 |

Rating

Assessment of fellow Visitor:

| | | | | | |
|--|---|---|---|---|---|
| • Demonstrates up to date knowledge for the role | 5 | 4 | 3 | 2 | 1 |
| • Can be relied to return the report within 10 working days of visit | 5 | 4 | 3 | 2 | 1 |
| • Appreciates the impact of the process on the Education Provider | 5 | 4 | 3 | 2 | 1 |

Rating

Lay Visitor assessment of Registrant Visitor:

| | | | | | |
|--|---|---|---|---|---|
| • Demonstrates up to date knowledge for the role | 5 | 4 | 3 | 2 | 1 |
| • Can be relied to return the report within 10 working days of visit | 5 | 4 | 3 | 2 | 1 |
| • Appreciates the impact of the process on the Education Provider | 5 | 4 | 3 | 2 | 1 |

Rating

Rationale for rating other than 3

4. Decision Making

Self Assessment:

| | | | | | |
|---|---|---|---|---|---|
| • Reaches sound objective decisions, based on fact and available evidence | 5 | 4 | 3 | 2 | 1 |
| • Supports decision with sound and relevant reasoning | 5 | 4 | 3 | 2 | 1 |
| • Able to reach difficult decisions, regardless of external pressures | 5 | 4 | 3 | 2 | 1 |
| • Request further information where necessary | 5 | 4 | 3 | 2 | 1 |

Rating

Assessment of fellow Visitor:

| | | | | | |
|---|---|---|---|---|---|
| • Reaches sound objective decisions, based on fact and available evidence | 5 | 4 | 3 | 2 | 1 |
| • Supports decision with sound and relevant reasoning | 5 | 4 | 3 | 2 | 1 |
| • Able to reach difficult decisions, regardless of external pressures | 5 | 4 | 3 | 2 | 1 |
| • Request further information where necessary | 5 | 4 | 3 | 2 | 1 |

Rating

Lay Visitor assessment of Registrant Visitor:

| | | | | | |
|---|---|---|---|---|---|
| • Reaches sound objective decisions, based on fact and available evidence | 5 | 4 | 3 | 2 | 1 |
| • Supports decision with sound and relevant reasoning | 5 | 4 | 3 | 2 | 1 |
| • Able to reach difficult decisions, regardless of external pressures | 5 | 4 | 3 | 2 | 1 |
| • Request further information where necessary | 5 | 4 | 3 | 2 | 1 |

Rating

Rationale for rating other than 3

5. Working in a collaborative and professional manner

Self Assessment:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Upholds confidentiality at all times | 5 | 4 | 3 | 2 | 1 |
| • Handles differences of opinion constructively and professionally | 5 | 4 | 3 | 2 | 1 |
| • Able to move the meeting forward to a workable conclusion | 5 | 4 | 3 | 2 | 1 |
| • Willing to receive feedback and learn from others | 5 | 4 | 3 | 2 | 1 |

Assessment of fellow Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Upholds confidentiality at all times | 5 | 4 | 3 | 2 | 1 |
| • Handles differences of opinion constructively and professionally | 5 | 4 | 3 | 2 | 1 |
| • Able to move the meeting forward to a workable conclusion | 5 | 4 | 3 | 2 | 1 |
| • Willing to receive feedback and learn from others | 5 | 4 | 3 | 2 | 1 |

Lay Visitor assessment of Registrant Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Upholds confidentiality at all times | 5 | 4 | 3 | 2 | 1 |
| • Handles differences of opinion constructively and professionally | 5 | 4 | 3 | 2 | 1 |
| • Able to move the meeting forward to a workable conclusion | 5 | 4 | 3 | 2 | 1 |
| • Willing to receive feedback and learn from others | 5 | 4 | 3 | 2 | 1 |

Rationale for rating other than 3

6. Communication

Self Assessment:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Adopts a non-confrontational and tactful communication style | 5 | 4 | 3 | 2 | 1 |
| • Clearly presented reports | 5 | 4 | 3 | 2 | 1 |
| • Is open to ideas from others | 5 | 4 | 3 | 2 | 1 |

Assessment of fellow Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Adopts a non-confrontational and tactful communication style | 5 | 4 | 3 | 2 | 1 |
| • Clearly presented reports | 5 | 4 | 3 | 2 | 1 |
| • Is open to ideas from others | 5 | 4 | 3 | 2 | 1 |

Lay Visitor assessment of Registrant Visitor:

| | Rating | | | | |
|--|--------|---|---|---|---|
| • Adopts a non-confrontational and tactful communication style | 5 | 4 | 3 | 2 | 1 |
| • Clearly presented reports | 5 | 4 | 3 | 2 | 1 |
| • Is open to ideas from others | 5 | 4 | 3 | 2 | 1 |

Rationale for rating other than 3

Partner signature

Lay Visitor signature

| | |
|--|--|
| | |
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