

1. Knowledge of Key Legislation Governing the HPC

Self Assessment:

	Rating				
• Awareness of legislation governing HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	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 Assessor:

	Rating				
• Awareness of legislation governing HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	5	4	3	2	1
• Awareness of the issues relating to and relevant of diversity and equality.	5	4	3	2	1

HPC Assessment of Partner:

	Rating				
• Awareness of legislation governing HPC	5	4	3	2	1
• Understands the goals and objectives of the HPC	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				
• Is aware of and applies the relevant tests and processes for each type of applicant	5	4	3	2	1
• Asks for support /clarification where necessary	5	4	3	2	1
• No more than 2 appeals upheld within the last 12 months	5	4	3	2	1

Assessment of fellow Assessor:

	Rating				
• Is aware of and applies the relevant tests and processes for each type of applicant	5	4	3	2	1
• Asks for support /clarification where necessary	5	4	3	2	1
• No more than 2 appeals upheld within the last 12 months	5	4	3	2	1

HPC Assessment of Partner:

	Rating				
• Is aware of and applies the relevant tests and processes for each type of applicant	5	4	3	2	1
• Asks for support /clarification where necessary	5	4	3	2	1
• No more than 2 appeals upheld within the last 12 months	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 assessment within 10 working days	5	4	3	2	1
• Appreciates the impact of the process on the candidate	5	4	3	2	1

Rating

Assessment of fellow Assessor:

• Demonstrates up to date knowledge for the role	5	4	3	2	1
• Can be relied to return the assessment within 10 working days	5	4	3	2	1
• Appreciates the impact of the process on the candidate	5	4	3	2	1

Rating

HPC Assessment of Partner:

• Demonstrates up to date knowledge for the role	5	4	3	2	1
• Can be relied to return the assessment within 10 working days	5	4	3	2	1
• Appreciates the impact of the process on the candidate	5	4	3	2	1

Rating

Rationale for rating other than 3

4. Decision Making

Self Assessment:

• Reaches non discriminatory, 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
• Requests further information where necessary	5	4	3	2	1

Rating

Assessment of fellow Visitor:

• Reaches non discriminatory, 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
• Requests further information where necessary	5	4	3	2	1

Rating

HPC Assessment of Partner:

• Reaches non discriminatory, 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
• Requests 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
• Willing to receive feedback and learn from others	5	4	3	2	1

Assessment of fellow Assessor:

	Rating				
• Upholds confidentiality at all times	5	4	3	2	1
• Handles differences of opinion constructively and professionally	5	4	3	2	1
• Willing to receive feedback and learn from others	5	4	3	2	1

HPC Assessment of Partner:

	Rating				
• Upholds confidentiality at all times	5	4	3	2	1
• Handles differences of opinion constructively and professionally	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

HPC Assessment of Partner:

	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	Evaluator's signature	HPC Evaluator signature
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