



Certification Assessors - Position Requirements & Criteria

Position Objective The purpose and objective of the Certification Assessor role is to assess the demonstrated capability component of the certification assessment of Certified OHS Practitioners (COHSPrac), Certified OHS Professionals (COHSProf) and Chartered OHS Professionals (ChOHSP), identifying where necessary, areas for growth in learning and the application of knowledge, to guide applicants toward successful Certification.

Responsibilities Certification Assessors are responsible for:

- Carrying out assessments as per the procedures and training
- Completion of assessment reports as per templates and timelines
- Participation in training and moderation processes

Key Functions of Assessors

- Review the practice reports against the established criteria and prepare the assessor report as per the template.
- Having assessed that portfolio reports/practice reports meet the standards required, conduct at least 2 referee interviews per applicant via telephone or online video conferencing as per the guideline and complete the assessor report as per the template.
- For the ChOHSP conduct a telephone or on-line video interview of the applicant as per the guideline and complete the assessor report as per the template.
- Complete an Assessor Summary Report.
- Provide the assessor practice and interview reports to the AIHS National Office electronically within agreed timelines.

Standards At all times, assessors are expected to carry out their work with a high standard of ethics, integrity, due diligence, and in accordance with the Assessor Code of Conduct.

Training for assessors Prior to conducting any assessments, the assessors shall participate in an on-line briefing addressing:

- Assessment processes
- The criteria for assessment
- Evaluating the reports against the criteria
- Conducting referee interviews
- Conducting applicant interviews
- Completing the required reports

The assessors will be expected to participate in occasional teleconference/video conferences as part of the community of assessors to share experiences and discuss any issues to ensure consistency in the assessment process and outcome.



Reporting

Assessors are guided in their professional assessment work by the lead assessor, who advises on complex assessments and is available for other general advice. In the general conduct of assessments, assessors report to the Certification Administrator, who distributes assessments and discusses cases ongoingly with the assessor.

Criteria for selection of assessors

- Assessors will hold as a minimum the status of COHSProf with assessors for ChOHSP being themselves ChOHSPs.
- Assessors will be in good standing as financial members of the AIHS.
- Assessors will meet current CPD requirements.
- Assessors will be in good standing and have the respect of those in the profession as evidenced by 3 referee reports as per the supplied template. It is preferred but not essential that the referees be COHSProfs or ChOHSPs.
- Assessors will be required to commit in writing to the Assessor Code of Conduct.

Assessor remuneration

Assessor remuneration is set at a fixed rate of \$140 per candidate, with an additional \$60 for overseas or Chartered Generalist OHS Professional assessments.

Whilst this is a professional rate, it is acknowledged that the rate is in the low range for many consultants, with assessments averaging 2-3 hours per assessment. Our commitment is to keep costs for certification of applicants down as much as possible. The certification fee paid must incorporate all management and administrative costs, as well as absorbing the costs associated with complex assessments and appeals.

The contribution that Assessors make to their field through taking up this work is appreciated and acknowledged, and the role of Assessor is anticipated to carry high professional status.

For further information, please contact Kelly certification@aihs.org.au or 03 8336 1995.