



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh
Regulating Health +
Social Care Professionals

Health and Social Care Professionals Council
An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh

CORU Panel of Assessors Policy

- **Recruitment & Selection**
- **Roles and Responsibilities**
- **Code of Conduct**

28 Februry 2020



Contents

1. General Principles	3
2. Purpose	3
3. Objectives	3
4. Equal Opportunities and Diversity.....	4
5. Recruitment	4
6. Selection Criteria	4
7. Appointments.....	4
8. Terms of Engagement and Confidentiality Agreement	5
9. Induction and Training	5
10. Roles and Responsibilities	5
11. Removal	6
12. General.....	6
Code of Conduct (approved by Council 28/02/2019)	8
Appendix A: Schedule for Assessor Payments	12
Appendix B: Assessor Invoice.....	13



Panel of Assessors

1. General Principles

- 1.1. CORU aims to have sufficient members of the “Panel of Assessors” for each regulated profession, who are suitably trained to perform their role, to assist the Registration Boards and the Council in their work.
- 1.2. Assessors are normally engaged on the basis of their role as an educator (on an approved professional programme, or a Schedule 3 programme depending on the development stage of the Registration Board’s work) or as a practitioner. Both educators and practitioners will be required to have a minimum of four years professional experience in their roles.

2. Purpose

- 2.1. The purpose of this policy is to:
 - 2.1.1. Provide a fair and systematic basis for selecting the most suitable candidates and to ensure that all selection procedures are carried out fairly and equitably.
 - 2.1.2. Provide equality of opportunity for all eligible candidates and to avoid unfair discrimination on any ground.
 - 2.1.3. Clearly outline what is required of assessors in relation to the preparation and delivery of assessments.

3. Objectives

- 3.1. CORU is committed to ensuring that selection is undertaken in a professional manner enabling the appointment of a high standard of Assessor.
- 3.2. It is essential that the selection process provides a positive image of CORU to all candidates and that they receive all necessary and appropriate information.
- 3.3. CORU is setting out the roles and responsibilities for all ‘Panel of Assessors’ members in order to achieve a high and consistent standard of assessment..



Panel of Assessors

4. Equal Opportunities and Diversity

- 4.1 The Selection process will be reviewed regularly to ensure that it fulfils requirements in respect of equal opportunities and diversity.

5. Recruitment

- 5.1. 'Panel of Assessors' vacancies will be advertised on the CORU website; they may also be advertised in the relevant media if considered appropriate and sent to relevant bodies, e.g. professional organisations and employers, for circulation to members and staff.

6. Selection Criteria

- 6.1. Applications will be reviewed against selection criteria below.
- 6.2. All members of the 'Panel of Assessors' must be registered (in their jurisdiction). Where the grandparenting period for a newly opened register has not yet closed, a person who is not yet registered may be considered as an assessor if s/he meets the qualifications requirements for registration.
- 6.3. Members of the Panel who have been registered and who retire from the practice of their profession may remain on the Panel for five years after retirement, registration is a requirement during this period.
- 6.4. "Panel of Assessors" members will be either (a) Practitioners in the profession or (b) Educators in the profession
- 6.5. Each Registration Board may appoint a selection panel to conduct shortlisting and interviews (if required).

7. Appointments

- 7.1. The Council is responsible for the appointment of assessors. Appointments will be made subject to approval by the Registrar and based on a recommendation from the relevant Registration Board. The Council shall maintain oversight of this activity through regular reporting of appointments and refusals by the Registrar.
- 7.2. Any applicant for the role of Assessor who fails to be recommended by the Registration Board, and/or appointed by the Registrar, may appeal this outcome to the Council.



Panel of Assessors

- 7.3. CORU may seek and check references or conduct validation of the information provided in support of any application made for appointment to the Panel of Assessors

8. Terms of Engagement and Confidentiality Agreement

- 8.1. Assessors will be required to sign terms of agreement and a confidentiality agreement with CORU on appointment and prior to commencing work in this role.

9. Induction and Training

- 9.1. All assessors will be provided with appropriate training prior to undertaking any assignments. Assessors may not undertake assessments without completing the training provided by CORU.
- 9.2. Assessors will be required to undertake refresher training at least once every 24 months. This training shall be provided by CORU unless otherwise agreed in advance.
- 9.3. Assessors may be required to undertake additional training if so directed by the Registration Board. The Registration Board will require that no further work should be assigned to an assessor who fails to meet the training requirements.

10. Roles and Responsibilities

- 10.1. Normally, Assessors will be engaged to work in pairs of one Educator and one Practitioner to assess and make recommendations to the Board on applications for recognition, aptitude tests and tests of professional competence and other assignments as may be determined by the Registration Board. Assessors may also be engaged in assessing applications through the Returners to Practice route.
- 10.2. Assessors may also be assigned work individually for the assessment of CPD logs and completed periods of adaptation.
- 10.3. Members of the Panel may be selected to be part of the Education Panel for conducting approval and monitoring of education programmes assignments.
- 10.4. Members of the Education Panel may be selected to be part of the Registration Assessors panel for the assessment of qualifications for registration purposes
- 10.5. Assessors are expected to complete assignments within the timeframe set out by CORU.
- 10.6. Assessors assigned in pairs will be required to work together and make appropriate arrangements for the completion of an assignment.



Panel of Assessors

- 10.7.** A complete assessment report on every assignment, signed by the assessor(s) (as applicable) with a clear recommendation, will be submitted to CORU for presentation to the Registration Board.
- 10.8.** Assessment Report Forms should be completed electronically and ideally submitted to CORU electronically (signed and scanned). In exceptional circumstances, forms may be transmitted securely by post (printed and signed) but only with the prior agreement of the CORU Executive.
- 10.9.** Assessors will be paid the rates laid down by Council (see Appendix A – fee schedule). These rates may be amended from time to time on the approval by Council. Assessors will be required to invoice CORU for their fee, on completion of an assignment, on the template Assessor Invoice form provided (see appendix B).
- 10.10.** Assessors are advised that their fees may be subject to Professional Services Withholding Tax (PSWT) (see 12.5).
- 10.11.** Assessors will be required to complete periodic feedback forms which will enable CORU to identify ways and means of improving all aspects of the processes involved.

11. Removal

- 11.1** An Assessor may be removed from the Panel of Assessors by a decision of the Council following a recommendation from the relevant Registration Board. Circumstances which may give rise to such a decision include, but are not limited to: breach of the Code of Conduct (for assessors), a relevant fitness to practice finding; failure to comply with training requirements, an unsatisfactory standard of work, or any action which places the outcome of the process, or the reputation of the work of the Registration Board or CORU, in question.

12. General

- 12.1.** All applicants are required to declare any potential conflict of interest when applying for assessor roles. Once appointed, any actual or perceived conflict of interest related to an application or assignment must be declared without delay.
- 12.2.** All assessors are required to sign and abide by confidentiality agreements.
- 12.3.** All assessors are required to abide by the Code of Conduct for Assessors.
- 12.4.** Payments to assessors are subject to the “one person one salary” principle, as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972



Panel of Assessors

and accepted by the Government. Public service employees who undertake assessment assignments outside their normal working week are eligible for payment.

- 12.5.** Payments for the approval and monitoring of education programme assignments are subject to Professional Services Withholding Tax (PSWT). All other payments to assessors are excluded from PSWT.
- 12.6.** All payments will be made in accordance with Department of Finance circulars. Please note PSWT will be deducted from travel and subsistence claims for assessors who carry out approval and monitoring of education programmes assignment.



Panel of Assessors

Code of Conduct (approved by Council 28/02/2019)

1) Introduction

- a) The Council of CORU appoints a Panel of Assessors for each Registration Board to undertake assignments on behalf of the Registration Board and make recommendations on the following matters:
 - i) Return to Practice applications
 - ii) Section 91 Applications – sufficiently relevant qualifications
 - iii) Recognition of International Qualifications applications
 - iv) Completed Period of Adaptation reports
 - v) Assessments of Professional Competence
 - vi) Aptitude Tests
 - vii) CPD Audits
 - viii) Engagement in the practice of the profession
 - ix) Such other assessments as may be determined by the Board or Council
- b) (In addition, some Panel members may be selected in line with criteria to assist in the Approval and Monitoring of Education Programmes.)
- c) CORU is an open and transparent organisation. Assessors should be aware that high standards of conduct and personal integrity are essential to maintaining public confidence and for that reason CORU operates this Code of Conduct which will be applicable to Assessors.

2) General Principles

- a) Illegal, dishonest, inappropriate or unethical conduct on the part of Assessors may result in the termination of any contract/ service agreement between the Assessor and CORU.
- b) In carrying out the Services referred to in the within Agreement, Assessors must:
 - i) Act in good faith, with honesty, integrity and probity;
 - ii) Be aware of CORU's objective of protecting the public;
 - iii) Treat others equally, fairly, and with respect; and
 - iv) Take personal responsibility for adhering to this Code of Conduct.



Panel of Assessors

- c) Assessors must not:
 - i) Act in a manner which may bring CORU into disrepute; or
 - ii) Misuse their position for personal gain or to promote their own/other interests.

3) Non-Discrimination

- a) Assessors must treat others with dignity and fairness. Assessors must not discriminate against applicants and should be particularly conscious to avoid discrimination on the basis of gender, family status, civil status, age, disability, sexual orientation, religion, race, membership of the Traveller Community, residence or nationality or any further ground identified in law.

4) Conflicts of Interests

- a) Assessors must disclose any interest which they may have (or might be seen to have) in the outcome of any decision on a recommendation in which they are asked to participate. Assessors must also disclose any interest that could otherwise prejudice any service they are asked to perform.
- b) Assessors must consider potential conflicts of interest at the earliest stage possible and declare any interest as soon as they realise it is necessary to do so. An Assessor must not participate in any decision on a recommendation or perform any other service until the potential conflict is resolved.
- c) Assessors must recognise that:
 - i) In dealing with conflicts of interest, the test to be applied is not limited to whether an interest would influence their decision on a recommendation, but extends to whether a member of the public, acting reasonably, may think that it might have such an influence;
 - ii) Similar considerations apply to the interests of a spouse or close relative, as a member of the public, acting reasonably, may regard those interests as effectively being the interests of the Assessor; and
 - iii) The key principle is the need for transparency in respect of any interest which may be regarded by a member of the public, acting reasonably, as potentially affecting the assessors' objectivity.
- d) An Assessor who is unclear about any potential conflict of interest should seek guidance from CORU.



Panel of Assessors

5) Confidentiality

- a) Assessors must not disclose or make any other use of confidential information to which they have access other than for a proper purpose relating to the performance of services for CORU or as required by law.
- b) Assessors must be particularly cognisant of the law in relation to data protection and must ensure that they have adequate knowledge to operate within legal requirements.
- c) Assessors must take appropriate steps to ensure that confidential papers and information are stored and disposed of securely.
- d) Assessors must promptly notify CORU of any breach in confidentiality of which they become aware. An Assessor who is unclear about the status of any information should seek guidance from CORU.

6) Performance

- a) Assessors agree to perform their services within the timescale set by CORU and to a reasonable and appropriate standard.
- b) An Assessor who is unable to provide services which are requested by CORU must notify the relevant CORU employee as soon as possible.
- c) An Assessor who is unable to provide services for a prolonged period should notify CORU.
- d) Assessors must inform CORU, and will not be asked to perform services for CORU, if they are the subject of any fitness to practice or other investigations that could, inter alia, bring CORU into disrepute.

7) Training

- a) CORU provides Assessors with access to training courses to enable them to keep up to date with good practice.



Panel of Assessors

- b) In the event that CORU considers that an Assessor is not up to date with good practice it may terminate its contract with the Assessor.

8) Fees and Expenses

- a) Assessors must comply with CORU's policies and procedures for the payment of fees and expenses.
- b) Fees for services will be paid on receipt of a template invoice provided by CORU for payment from the assessor.
- c) The fees are as approved by Council from time to time and are not negotiable.

9) Breach of the Code

- a) Compliance with the Code of Conduct is a contractual obligation and any breach may result in the termination of the Assessor's contract for services/engagement.



Appendices

Appendix A: Schedule for Assessor Payments

TYPE OF ASSIGNMENT: PSWT applies to payments listed (exemptions below)	Per assessor (ex VAT @ 23%)
Returners to Practice (Assessor x2)	€100
Assessment of Professional Competence (Assessor x2) – PSWT Exempt	€100
Recognition of International Qualifications (Assessor x2)	€200
Aptitude Test (Assessor x2) – PSWT Exempt	€100
Adaptation Report (Assessor x1) – PSWT Exempt	€100
Historical Qualifications (Assessor x2)	€100
CPD Audit (Assessor x1)	€100
Registration Application (Assessor x 2)	€100

EDUCATION

Course Chair: Approval & Monitoring (Assessor x1)	€1,500
Course Approval team members (Assessor x3)	€1,000
Course Monitoring team members (Assessor x2)	€100

Note: The above fees were set by Council and came into effect on 5 November 2015



Panel of Assessors

Appendix B: Assessor Invoice

Assessor name:	
Address:	
Tel:	
Email:	
Profession:	

Invoice Date: _____ **Purchase Order No:** _____ **Reference No:** _____

Please complete a separate form for each assignment and include purchase order number for each assignment. Please include candidate reference number.

Registration Board:

Name of partner Assessor (if applicable):
--

Return to Practice application	<input type="checkbox"/>
Recognition of International Qualifications application	<input type="checkbox"/>
Assessments of Professional Competence	<input type="checkbox"/>
Completed Period of Adaptation report	<input type="checkbox"/>
Aptitude Test	<input type="checkbox"/>
Other (please provide detail below)	<input type="checkbox"/>

Assignment Type

Registration

International Recognition

Please ensure that all claims are submitted within one month of completing an assignment and that all necessary documents/notifications/receipts are attached when submitting this invoice.

Date work undertaken	Detail work carried out	Charge (€)
	Subtotal	
	(note 1) Reimbursable expenses (attach to invoice)	
	Total Charges:	
	(note 2) VAT @ 23%	
	Total:	

Claimant Signature: **Date:** //

(On completion return to Finance, CORU, Infinity Building, Georges Court, Dublin 7)



Panel of Assessors

Note 1: Reimbursable Expenses

1. Mileage is in accordance with current civil service rates. If claiming please include the following: date of journey, purpose of journey, address traveled to and address traveled from, number of kilometers/ miles, car registration and cc. Please use a separate sheet for travel claims.
2. The following receipted incidentals are allowed: toll charges, car parking and public transport costs.

Note 2: VAT

In the box that reads VAT @23%, the assessor can simply insert N/A and charge their fee to CORU at no VAT. At the end of the form, please state that you are are not VAT registered. We would also like to remind assessors that the current VAT threshold for services is €37,500 per annum. Therefore if the assessor earns more than €37,500 per annum, he/she is obliged to register for VAT.