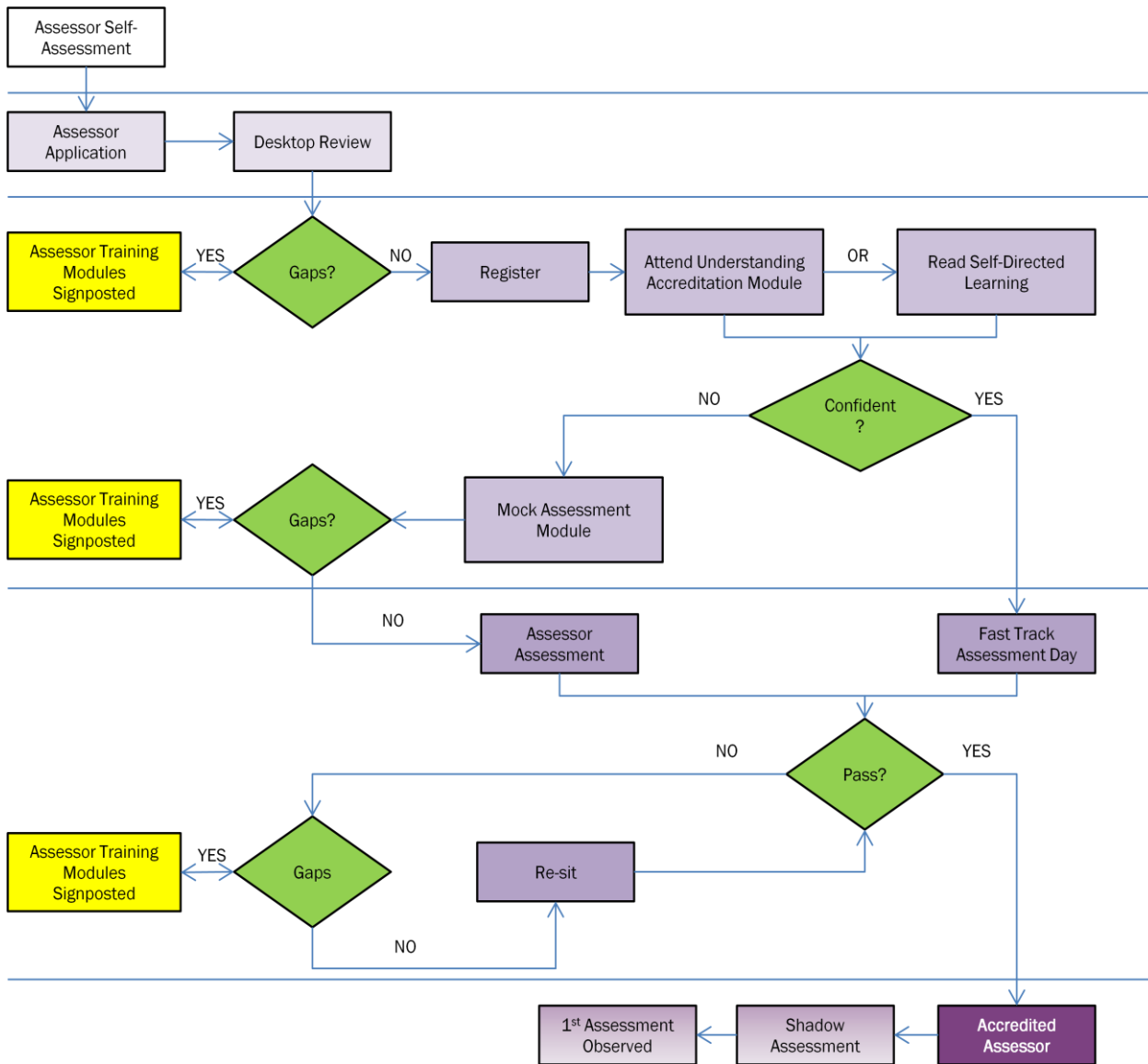


Route to Becoming an Accredited Assessor





Assessor Self-Assessment – **FOC** – Comprises of an online questionnaire, looking at practical skills in a number of areas

Assessor Application – **FOC** – An online application for those wishing to take the first steps towards assessor accreditation.

Desktop Review – **FOC** – The assessor application is reviewed by IMI verifier to check competencies and experience indicated. This includes a telephone interview to substantiate application. The desktop review provides the opportunity for delegate to progress full registration, subject to fees. Once desktop review is completed, there will be an opportunity to progress to full registration.

Understanding Accreditation Module – **Extra cost** – Training module that contains an exceptional level of information regarding the assessment process and documentation, and incorporates practical focus on the required skills.

Self-Directed Learning – **Included in cost of registration** – Alternative to attending Understanding Accreditation module, this is 6 hours of intensive reading. It contains a good level of information to explain the assessment process and documentation.

Mock Assessment Module – **Extra cost** – An interactive training module that guides the delegate through the assessor process, including all elements of assessment.

Assessor Assessment – **included in cost of registration** – Activities include online test, observation of team meeting and business improvement presentation, and professional discussion. Delegates will apply evidence gathered to ascertain result achieved by 'candidate', and complete the Assessment Report.

Fast Track Assessment day – **included in cost of registration** – This is for those delegates whose desktop review has indicated a level of competence requiring no further input ahead of assessment. The day comprises of a short training/refresher session during the morning, with assessment activities throughout the afternoon. Activities include online test, observation of team meeting and business improvement presentation, and professional discussion. Delegates will apply evidence gathered to ascertain result achieved by 'candidate', and complete the Assessment Report.

Assessor Training Modules – **Extra cost** – A series of training modules aimed at specific skills, to reinforce or improve current competence.

Accredited Assessor – **included in cost of registration** – Once successfully completed, the delegate will be placed on the IMI Professional Register, and will receive recognition in the form of a certificate.

Shadow assessment – Ideally, a newly accredited Assessor will have the opportunity to shadow an experienced assessor before carrying out an assessment solo. Please note this is not a mandatory requirement.

1st Manager assessment observed – This first assessment should be observed by an experienced assessor to confirm result, and provide feedback to new assessor.