

## Appendix 4: Career Grade - Assessment Record

## Career Grade – Assessment Record

Outline guidance given below. Detail depends on the nature of the post and qualification and training to be undertaken

Each competency and qualification level must be completed before progression to the next level.

Level	Post Specification	Competency required to pass to next level	Qualification	Target completed by	Measures of assessment Evidenced by e.g. observation, qualification certificate,	Date completed	Date Service Centre notified of progress
Level 1 – A	Entry level	Undertake .....	Enrol on <i>qualification / training course</i>		1. 6 months in post 2. Observation (assessed by ..... as .....)		
Level 1 – B		Competent at Undertaking .....			4. Observation (assessed by ..... as competent) 5. Documentary .....		
Level 2 – A	Intermediate – Assistant	Undertake <i>assessments</i> – observing / .....			1. 6 months in post 2. Observation 3. Assessment		
Level 2 – B	Intermediate Assistant	Undertake <b>routine</b> .....	Pass .... Qualification		1. Observation (assessed by ..... as competent) 2. Qualification 3. Relevant post qualification .....		
Level 3 – A	Full role	Undertake <b>complex</b> ..... 6 months in post			1. 6 months in post 2. Observation (assessed by ..... as fully competent)		
Level 3 – B	Fully competent	Undertake full duties and responsibilities			Ongoing supervision, 1:1's, appraisal, CPD etc.		