

## Appendix 4: EFESC Definitions of Terms

### **Verifier**

The Verifier supports the quality of assessments delivered by the Assessors. This ensures the qualifications are delivered in line with regulatory requirements, while providing Assessors and Centres with guidance, support and current industry expertise. In addition to routine verification, an effective working relationship should be maintained with Assessors in order to plan and monitor quality assurance activities and ensuring industry competence and expertise.

Verifiers duties include:

- Providing technical qualification advice and guidance to Assessors, Auditors, Product Development, Centres and the Quality Assurance Team.
- Supporting Assessors by leading Technical Updates and Standard Setting events and helping them to achieve further training and qualifications.
- Evaluate and report to Assessor, Centres and/or National Agencies on Assessors' conduct, occupational competencies and CPD through Technical Evaluation and verification.

### **Technical Evaluation**

This is the process by which skills for an Assessor's chosen qualification are evaluated in the presence of a Verifier.

The Assessor will be required to undertake this process when adding new skills to the Assessor's portfolio.

The level of skill should be over and above that of a candidate for the Certificate of Competence.

Knowledge and understanding of the qualification should also be broader and deeper.

### **Verification.**

This is the process during which an Assessment is observed by a Verifier.

The competence and skills of an assessor are evaluated while a candidate is being assessed. The Assessor will be given a Verification Report with written feedback for any improvement or further action that may be required.

This is one part of the process of an Assessor becoming, and remaining, 'active'.

## Technical Updating

This is the process by which an Assessor keeps up-to-date on what is happening in the industry and also within EFESC and other relevant organisations.

This is another part of the process in keeping 'active' as an Assessor.

Regular Updates will be organised by National Agencies and/or Assessment Centres: They will inform the Assessor about venues, dates and content of such training and Standard Setting events.

This should be combined with compilation of a Portfolio/CPD file (Continuing Professional Development) which must be made available at Verification, or when required e.g. during Technical Evaluation or Centre / National Agency audit.

## Audit

This is an official inspection of each organisations assessment processes and records.

Quality Assurance evidence will be included.

The Assessment Centres will be audited by the National Agencies.

The National Agencies will be audited by EFESC Accreditation Committee.

## CPD (Continuing Professional Development)

Process of tracking and documenting skills, knowledge and experience that an Assessor gains, both formally and informally as they work, beyond any initial training.

It is a record of what the Assessor experiences, learns and then applies in the workplace.

The portfolio can be in written or digital format.

## 'MUST' v 'SHOULD'

For the Requirements of EFESC the term must is used to reflect a legal requirement, whereas the term should is employed for a good practice requirement, which recognises that there may, in exceptional cases, be reasons for divergence.

## Validity of European Chainsaw Certificates

The certificates are issued for life, i.e. do not expire. However EFESC strongly recommends that refresher training is undertaken every 3 to 5 years to ensure that knowledge and skills are updated.

It is the Certificate holder's responsibility to arrange for refreshment (or upskilling), not EFESC.

Refreshment can be delivered in various formats, for example: Formal up-date training, practical skills workshops, documented 'in-company' updating, up-skilling to a higher ECC unit or other system agreed with the National Agency.

Some National Agencies will have a formal system of refresher training in place (for instance, from Government directives); this would normally be sufficient to comply with the above guidance.