



## 1. Knowledge of Key Legislation and External Frameworks

### Self Assessment:

	Rating				
• Awareness of legislation governing HPC	5	4	3	2	1
• Sensitivity to the role and views of others	5	4	3	2	1
• Understanding of legislation affecting education providers eg (H&S)	5	4	3	2	1
• Awareness of the issues relating to and relevant of diversity and equality.	5	4	3	2	1

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### Assessment of fellow Visitor:

	Rating				
• Awareness of legislation governing HPC	5	4	3	2	1
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### Rationale for rating other than 3

## 2. Application of Relevant Procedures

### Self Assessment:

	Rating				
• Evidence of Preparatory work	5	4	3	2	1
• Knowledge and application of HPC Procedures	5	4	3	2	1
• Asks only relevant and appropriate questions	5	4	3	2	1

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### Assessment of fellow Visitor:

	Rating				
• Evidence of Preparatory work	5	4	3	2	1
• Knowledge and application of HPC Procedures	5	4	3	2	1
• Asks only relevant and appropriate questions	5	4	3	2	1

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### Rationale for rating other than 3

### 3. Understanding of the Role

#### Self Assessment:

• Demonstrates up to date knowledge for the role	5	4	3	2	1
• Can be relied to return the report within 10 working days of visit	5	4	3	2	1
• Appreciates the impact of the process on the Education Provider	5	4	3	2	1

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#### Rating

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• Can be relied to return the report within 10 working days of visit	5	4	3	2	1
• Appreciates the impact of the process on the Education Provider	5	4	3	2	1

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#### Rating

#### Rationale for rating other than 3

### 4. Decision Making

#### Self Assessment:

• Reaches sound objective decisions, based on fact and available evidence	5	4	3	2	1
• Supports decision with sound and relevant reasoning	5	4	3	2	1
• Able to reach difficult decisions, regardless of external pressures	5	4	3	2	1
• Request further information where necessary	5	4	3	2	1

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#### Rating

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#### Rating

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## 5. Working in a collaborative and professional manner

### Self Assessment:

	Rating				
• Upholds confidentiality at all times	5	4	3	2	1
• Handles differences of opinion constructively and professionally	5	4	3	2	1
• Able to move the meeting forward to a workable conclusion	5	4	3	2	1
• Willing to receive feedback and learn from others	5	4	3	2	1

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	Rating				
• Upholds confidentiality at all times	5	4	3	2	1
• Handles differences of opinion constructively and professionally	5	4	3	2	1
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• Willing to receive feedback and learn from others	5	4	3	2	1

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Rationale for rating other than 3

## 6. Communication

### Self Assessment:

	Rating				
• Adopts a non-confrontational and tactful communication style	5	4	3	2	1
• Clearly presented reports	5	4	3	2	1
• Is open to ideas from others	5	4	3	2	1

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Rationale for rating other than 3

Partner signature