

## Assessing Volunteer Role Descriptor

**Purpose:** To ensure that apprenticeship and professional development programmes approved by the Nuclear Institute meet the Institute's approval criteria.

**Scope:** Approval of qualifications, apprenticeships, professional development programmes and other training courses that support participants to meet the requirements of the Nuclear Delta, the Engineering Council's UKSPEC, Science Council registration requirements or otherwise extend individual's skills, knowledge or understanding so as to develop their nuclear professionalism.

NI approval can be applied at any level of learning from QCF Level 2 and above.

**Support:** Assessing Volunteers (AVs) will work as part of a 2 or 3 person Approval Panel, convened on receipt of an application for programme approval, to progress the application from initial scrutiny through to full approval by the NI Membership Committee. Each Panel will have a nominated Lead Assessing Volunteer who will lead, coordinate and support AVs as the application progresses through the approvals process.

### Principal Activities

**Mapping qualifications and learning programmes against** the requirements of the UKSPEC, Science Council specifications and/or the Nuclear Delta at the appropriate level. This is a desktop activity typically undertaken independently by all members of the panel. The process involves the use of standard mapping templates and is guided through the use of a set of standard NI Indicators. The resulting 'maps' are then verified by the Lead Assessing Volunteer, any variations are explored and an agreed combined Map is produced for ratification by the NI Membership Committee.

Time Commitment: Approx. 2-3 hours per application

**Assessing Application Forms and Associated Evidence** – A desktop activity, involves the scrutiny of evidence submitted by applicant organisations against the NI Programme Approval criteria. To report findings, identifying any areas where the evidence does not clearly meet the criteria and agreeing with the Lead Assessing Volunteer how these areas of concern will be followed up with the applicant.

Time commitment: Approx. 4 hours per application (varies depending on programme)

**Verifying Application Forms and Associated Evidence** – Participating in agreed verification activities to support a panel decision whether the programme meets the NI Approval Criteria. Activities may include requesting and scrutinising further documentary evidence; undertaking telephone or video interviews with a range of stakeholders; liaising with other bodies such as NSA Nuclear or participating in an Approval Panel site visit.

Time Commitment: Varies from 1 hour to 2 full days, possibly necessitating an overnight stay – an honorarium of up to £150.00 may be agreed in advance for activities such as site visits.

**Reporting** – Contributing to Approval Reports, prepared by the Lead Assessing Volunteer. Reviewing and endorsing the approval report conclusions and recommendations to the NI Membership Committee. Time Commitment: 1-2 hours