



**Assessor Practitioner's Manual**

## **APPENDIX E1**

# **ASSESSOR AGREEMENT**



I understand that in order for me as an Assessor to work with JKR, that it is my obligation to:

- be certified as a Registered Project Manager (RPM) at an equivalent or higher level than those I am assessing;
- be required to abreast with current project management knowledge and practice;
- as an existing Assessor and in order to benchmark JKR existing Assessor capability, I am asked to adopt the JKR strategic approach to assessment, tools, methods and techniques to undertake the assessment process from the initial interview to the assessment report;
- agree to undertake Continuous Professional Development (CPD) for renewal of assessor certification; or instead, attend a panel interview;
- understand that JKR may conduct random audit verifications which may include observing an assessment being conducted to ensure the approved assessment approach is being used;
- read and adhere to the Assessor Code of Conduct;
- understand that the Assessor Code of Conduct will be overseen by the Assessor Panel;
- be committed to fulfilling JKR reporting processes correctly, as outlined in this document;
- understand the procedures for the process of RPM and assessment processes as outlined in the attached document, before commencing assessments;
- adhere to the correct processes of invoicing for assessments where this is necessary for larger clients (please ask if you are unsure);
- understand that at any time of the assessment process, if I do not adhere to all JKR requirements, I may be suspended immediately from current and future RPM assessments and that this suspension will be made at the discretion of the JKR Assessor Panel until I can show cause as to why they should reinstate me;
- understand that if I am suspended, that ethical practice is encouraged whilst within this suspension;
- understand that I need to explain to the candidate the process of RPM;
- understand that I need to give the candidate their "RPM Candidate Obligations and Agreement" page before commencing the assessment.

Signed	
Assessor Name	
Date	

**This section is for New Assessors only:**

I understand that as a new Assessor for JKR, it is my responsibility to read and understand all of the above, as well as:

- participate in a coaching and mentoring program;
- participate in an induction discussion with either the Certification and Assessment Manager or a member of the Assessor Panel of JKR before beginning assessments.

Signed	
Assessor Name	
Date	

