



The Assessment Service Centre

**TASC ASSESSORS' MEETING
11th DECEMBER, 2007**

9.30 am for 10.00am,
CREWE HALL, Weston Road, Crewe, Cheshire CW1 6UZ

AGENDA

Chairman : Howard Malleson

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| 09.30 | Arrival, Coffee and Registration | <i>Helen Jackson</i> |
| 10.00 | Welcome, Introductions and Opening Remarks | <i>Howard.Malleson</i> |
| 10.10 | Review of current and future business | <i>Richard Plumb</i> |
| 10.30 | Assessment Matters | |
| | • General issues | <i>Howard Malleson</i> |
| | • Level 2 Assessor Books | “ |
| | • Assessor Manual | “ |
| | • Paperless Portfolio | <i>John Stewart</i> |
| | • Assessor discussion group | “ |
| | • Risk Management Training | <i>Alister Cornforth</i> |
| 11.00 | Coffee and networking | |
| 11.15 | The floor is yours – Assessor contributions | <i>Panel</i> |
| | | <i>Richard Plumb</i> |
| | | <i>John Stewart</i> |
| | | <i>Keith Glover</i> |
| | | <i>Roger Carter</i> |
| 12.15 | Closing Remarks | <i>Howard.Malleson</i> |
| 12.30 | Lunch and networking | |

Notes

At the close of the morning session, there will be a pack of documents for you. The pack will consist of:-

- A list of attendees.
- Contact details for the current team.
- Your copy of the Level 2 Assessor Book (hard copy and CD).
- Your copy of the Assessor Manual.
- A copy of the latest TASC monthly report to the ACostE Council.
- A copy of the current TASC Functional Organisation.

An edited summary of this report will appear in the Association's journal.



Attendees

Assessors and Internal Verifiers:

Alan Barltrop, Richard Plumb, Howard Malleison, John Stewart, Roger Batten, Rodney Blick, Roger Carter, Alister Cornforth, Tony Cort, Glyn Dixon, Keith Glover, Nigel Hibberd, Alan Lea, Douglas Myers, Tony Reid, Neil Robertson, Richard Syms, Neil Tolan and John Ward.

Administration Staff:

Helen Jackson and Vanessa Tattersall

Guests:

Anne Fairless – ACostE Secretary
Vernon Thompson – ACostE Treasurer
Terry Bishop - ACostE President

Apologies:

David Lewis – TASC Assessor
Colin Wales – ECITB External Verifier

Summary of Events

On Tuesday 11th December 2007 the TASC Assessors met for their annual gathering at Crewe Hall, Crewe, near to the offices in Sandbach, Cheshire. This event, as on previous occasions, comprised of a review of the progress made by TASC during the past year, the forecast for the next year, an information update on the latest developments in Project Control NVQ assessment and training and a discussion of specific assessment issues raised by the assessors.

The growth of TASC this year was amply demonstrated by the fact that 22 assessors from around the UK were in attendance with two administration staff. This year our principal invited guest was the ACostE President, Terry Bishop.

The meeting was opened and chaired by Howard Malleison with introductions of everyone present, after which:-

- Information slides were presented by Richard Plumb on the present and future expectations of TASC. This included a review of assessor



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and verifier needs to meet expected client requirements and candidate numbers.

- Aspects of the updated assessor tool kit, including the Level 2 qualification, Assessor and Candidate Books for the Level 2 and the Assessor Manual, were described by Howard Malleson.
- John Stewart spoke on the ECITB Paperless Portfolio system. John has a substantial set of detailed notes on the system and individual assessors should contact him directly for more information.
- Alister Cornforth presented the new TASC Risk Training package. This two day course is specifically focussed on the knowledge requirements in the Level 3 and Level 4 NVQs and equips project controllers with the necessary understanding to be able to make an effective contribution to their company risk and contingency management processes. It has already been delivered to a major, international contractor's project control team and is scheduled for delivery to a second major in the next few months.

Following the above, the meeting passed over to the assessors to identify various matters that they had encountered in their assessment activities. As it was planned to be, this turned into a mutual learning and moderating discussion amongst all the attendees, focussed through the panel.

Particular topics included:-

- Candidates with special needs – and the need for employers to be responsible for supporting candidates. **This is a matter that the TASC Executive will review to decide how we do this.**
- Difficulties with Unit 18 Ethics and Values – this unit is unusual in that it is more focussed on a candidate's understanding of what is required of the way he or she operates and what the candidate would do if presented with, say, a conflict of interest. It does not require the emphasis on the candidate's work products as the core of the evidence. It was clear that assessment guidance was required, particularly for the newer assessors. **The TASC Executive is to action this matter.**
- Assessor Forum – with assessors (and candidates) scattered around UK, there is a need for an informal but confidential forum that can be used to raise issues and get support from IVs and colleagues. A closed area of Google Groups is being evaluated for this purpose. **More details will be issued by the TASC Executive a.s.a.p.**
- Internal Verification qualifications – we have four qualified IVs which is not enough for the future needs. As new assessors, who are currently being trained, achieve their A1, the intention would be for them to progress on to V1 programmes and TASC will support the costs, as it does for A1 programmes. The intention is to create a maximum of operational flexibility.
- New assessor training day – we have run New Assessor training days in Sandbach and there was a clearly expressed view that another one was needed. **This will be organised by the TASC Executive.**



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The meeting closed at 12.30pm to enable everyone to assemble in the Hotel restaurant for lunch and the opportunity for all assessors to network with their peers and continue the processes of sharing information.

At the conclusion of the lunch, the ACostE President made a presentation on behalf of TASC to Helen, then closed the meeting with a few well chosen words of thanks and encouragement to all, followed by seasonal greetings to everyone present.

Contacts

For further information on the main topics covered in the meeting, Assessors should use the contacts listed below:-

Topic	Contact	email
Level 2 and the Assessor Manual	Howard Malleson	Howard.Malleson@ukgateway.net
Paperless Portfolios and Google Groups	John Stewart	Jastewart@greenbee.net.com
Risk Training	Alister Cornforth	Cornforth.consultant@homecall.co.uk

Distribution:-

All TASC Assessors and Internal Verifiers
Colin Wales - ECITB External Verifier
Matthew Day – ECITB NVQ Admin.
Helen Jackson – TASC NVQ Administrator
Vanessa Tattersall – Assistant NVQ Administrator