

## Professional Assessment of Competence

### *What is Professional Assessment of Competence (PAC)?*

PAC is an alternative route into membership of the CIPD. Other routes include:

- Academic - study with a college with assessment by examination
- Accreditation of Prior Certificated Learning (ACPL)
- NVOs in Management, Personnel or Training & Development at Levels 4 or 5

Registrations for the PAC route will close from 31<sup>st</sup> December 2010. Registered candidates will have till 31<sup>st</sup> December 2013 to complete.

### *Who is suitable for the PAC route?*

Human Resource professionals who have at least 5 years of management experience and 3 of those years should be in Human Resources.

It may be that only part of the PAC programme is required. This would be discussed and agreed early on.

### *What is the process?*

An initial discussion with one of our advisors to explain the process and discuss the CIPD Professional Development Standards (PDS).

- **Preparation** by the potential PAC candidate for a diagnostic interview. Documents will need to be brought to the diagnostic interview. These are:
  - An up to date CV
  - Job descriptions to cover the roles held for the past 5 years
  - Organisation chart/s to show current and recent positions
  - The completed CIPD PAC application form
- **Diagnostic interview** to:
  - Confirm Specialist and Generalist Electives
  - Discuss timescales and personal aspirations
  - Explain how we work with you
  - At the end of the Diagnostic Interview a decision will be made.

We have direct claims status from CIPD so that means that our adviser will let you know if PAC is the correct route for you. That decision rests with us. You then need to decide if you wish to proceed and which route you feel would best suit you.



- **Getting ready for assessment**

There are nine areas to prepare for:

- four modules in **Leadership and Management**
- four **Generalist and Specialist Electives**
- **People Management and Development** field.

You will also need to:

- complete the operational and knowledge indicators in each area
- identify evidence to clearly demonstrate your competence and experience
- prepare for the assessment interview
- ensure that your Continuing Professional Development (CPD) Plan and CPD Record is current
- produce a work based Management Research Report that has been researched and academically referenced

- **Assessment**

During the interview the assessor will:

- ask the candidate to explain the evidence presented
- probe to check knowledge and currency
- write a report on the assessment process

- **Internal verification**

This vital quality assurance role is not an end process - it happens throughout the candidates' journey to Chartered membership. The internal verifier may:

- meet candidates
- observe parts of the advisory or assessment process
- telephone or eMail candidates to gather feedback
- audit the assessment process by reading the assessment report
- sample the evidence produced

Internal verification reports are produced. We have direct claims status with CIPD. This means that once our internal verifier co-ordinator approves the work of our internal verifier the candidate gains Chartered Membership.

- **External verification**

External verification is a CIPD process. We work hard at keeping our standards high - our External Verifier reports have no development or action points. This is rare - ask other centres about their quality assurance record with CIPD.

External verifiers are appointed by CIPD to quality assure and monitor the work carried out by Cullen Scholefield. The external verifier may:

- sample candidates' evidence or Management Research Reports
- talk to candidates about the PAC programme
- review our quality assurance processes

**Please do contact us to discuss any of the process in further detail**

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