

## 1 Assessment Log

All TickIT*plus* Assessors and Practitioners will be required to submit assessment logs with the prescribed content to qualify for re-registration and to claim Assessment Qualified status. Log content shall include:

- the date and duration of assessment
- the assessment scope, including the standards used and identified Scope Profiles
- the grade and type of assessment – e.g. Silver Initial, Gold periodic – and whether first-, second- or third-party
- the role in the assessment – e.g. Lead, team member
- the organization assessed – name, principal address and contact, location(s) of audit
- the assessment sponsor and employer
- the assessment points claimed and verification.

Assessment log templates covering the above will be available for download from the Registrar and TickIT*plus* websites. Logs should be retained for the duration of the Assessor or Practitioner registration, and provided to the Registrar on request and at re-registration.

## 2 Continual Professional Development (CPD)

All TickIT*plus* Assessors and Practitioners will be required to maintain a record of their CPD. This record must be submitted at each re-registration, but may be called for review by the Registrar at any time. A format is defined, and this will be available from the TickIT*plus* and Registrar website. However, this format is not mandatory, as Assessors and Practitioners may use formats as defined by different professional bodies. If necessary, the information may be covered by different records. Information should include (but is not limited to):

- plans for ongoing skills development (on request from reviewer)
- the Scope Profiles claimed, with verification of the required level 5 BPL Processes
- any additional BPL Processes claimed outside of the established Scope Profiles, with level 5 verification
- records of training undertaken (verified)
- records of activities, such as attendance at lectures, papers produced, material studied

- an indication of the benefits and relevance of each activity
- a record of professional awards.

It is expected that the activities covered in the CPD log are related to specific Scope Profiles claimed. This should be shown in the log, with the total of IT-related CPD hours accounting for not less than 50 per cent of the total.

### Assessment Points

Assessment points are a way of accumulating verifiable experience of external assessment. The points should be counted on that level registration is requested for. All assessment points expire 3 years after award.

#### Points per assessment

Third-party initial or re-certification assessment	Foundation	Bronze	Silver	Gold	Platinum
Team member	1	1	1	1	1
Sole Lead Assessor	1	N/A	N/A	N/A	N/A
Lead Assessor with team of 1 or more	1,5	1,5	1,5	1,5	1,5

Third-party surveillance assessment	Foundation	Bronze	Silver	Gold	Platinum
Team member	0.25	0.25	0.25	0.25	0.25
Sole Lead Assessor	0.5	0.5	N/A	N/A	N/A
Lead Assessor with team of 1	1	1	1	1	1

Assessment points may also be awarded at JTISC discretion for previous Process assessment experience, e.g. CMMI-type activities, to a maximum of 2 points. This is a once-only award, provided at the conferment of fast track status, and needs to be applied to activities over the last 2 years. It effectively expires a further 3 years after the date of award [RAP14].

Observers may also be permitted to attend third-party assessments at the discretion of the Lead Assessor. These do not contribute towards assessment points, but can be shown on CPD logs as semi-structured training.