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| ILM Assessor | |
| Role Overview | |
| Conducts ILM qualification assessments | |
| 1. Standardisation | |
| 1.1 | Attend, participate and engage in training and standardisation activities |
| 1.2 | Maintain and submit, as requested, CPD records |
| 1.3 | Complete requirements in personal action plans |
| 2. Assessment Activities | |
| 2.1 | Carry out and document assessments in line with marking criteria |
| 2.2 | Determine the overall mark and complete the result sheets |
| 2.3 | Submit results sheets within 10 working days of the activity |
| 2.4 | Apply advice and guidance provided by City & Guilds and Lead ILM Assessor |
| 2.5 | Report any suspected malpractice issues to City & Guilds immediately, in line with the malpractice policy |
| 3. Advice to City & Guilds | |
| 3.1 | Provide advice on specific queries relating to the assessments |
| 3.2 | Inform City & Guilds of process or systems issues |
| 4. Communication | |
| 4.1 | Respond to phone calls and emails within 2 working days |
| 4.2 | Inform City & Guilds immediately if unable to complete allocated work |

All duties must be carried out in accordance with City & Guilds procedures and instructions.