



GRADE 'C' OFFICIAL'S ASSESSMENT FORM

Event Name:
Event Level: Club National Intl
Event Date: / / **Position Held:**
Position Status: Team Member Assistant Deputy Team leader Chief

Competency 1	Examples / comments	Competent	Not yet competent
<p>1. APPLYING TECHNICAL EXPERTISE</p> <ul style="list-style-type: none"> Applies the required technical & professional expertise to the highest standards while performing a role. Follows the correct procedures to comply with technical and professional standards. Identifies own development needs for technical knowledge. Identifies that supervision and more specialist support is required. Knows who to go to for help with specific technical or professional standards issues. Looks for ways to learn more about relevant technical or professional standards. Analyses, interprets and understands information specific to the area of technical or professional expertise. 		<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY:

SCORE: ____ / 7

Competency 2	Comments / Examples	Competent	Not yet competent
<p>2. SAFETY</p> <ul style="list-style-type: none"> • Is familiar with ATCUAE Occupational Health & Safety Policy. • Knows about safety priorities. • Follows the correct procedures to comply with safety standards. • Knows who to go to for help with specific health and safety issues. • Looks for ways to learn more about relevant safety elements. • Delivers work that reflects a good knowledge and application of safety standards. • Analyses, interprets and understands information specific to the area of health and safety expertise. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 7</p>			

Competency 3	Comments / Examples	Competent	Not yet competent
<p>3. TEAM WORK & RELATIONSHIP</p> <ul style="list-style-type: none"> • Cooperative and supportive to others, willing to meet their needs. • Takes time to get to know others and build effective relationship with them. • Delivers on commitments. • Deals with pressure for the success of team performance. 		<input type="checkbox"/>	<input type="checkbox"/>

Competency 5	Comments / Examples	Competent	Not yet competent
<p>5. DEVELOPING SELF & OTHERS</p> <ul style="list-style-type: none"> • Learns from experience to improve future performance. • Tries to understand processes and learn the rules. • Gives and seeks regular feedback. • Asks questions in order to enhance understanding and obtain new knowledge and skills. • Develops awareness of own strengths and performance needs and takes steps to address these. • Takes initiative to follow learning objectives and creat the new ones. • Broadens development beyond technical and regulatory matters to understand the sport. • Learns from colleagues and seeks coaching where appropriate. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 8</p>			

Competency 6	Comments / Examples	Competent	Not yet competent
<p>6. GROWING MOTORSPORT</p> <ul style="list-style-type: none"> • Builds an understanding or officials roles and responsibilities, event operation and safety aspects. • Knows whereto find knowledge and expertise and uses this as a resource. 		<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Maintains regular contacts with Club's officials and external network to ensure awareness of new capabilities, knowledge and practice. • Identifies and works upon opportunities. • Shows interest in various disciplines. • Recruits new officials and attracts enthusiasts. 			
<p>SUMMARY:</p> <p>SCORE: ____ / 6</p>			

Competency 7	Comments / Examples	Competent	Not yet competent
<p>7. INNOVATION & CHANGE</p> <ul style="list-style-type: none"> • Sees changes as an opportunity to personally learn and develop. • Applies what has been learned personally to new situations. • Reacts positively to sudden changes in direction and scope. • Feels confident about suggesting new ideas. • Deals with immediate problems, understands why they may have been arisen and deals with the root cause. • Attempts to quickly deal with new situations, rather than immediately asking for guidance. • Researches problems, making suggestions to group leader about best ways to resolve them. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 7</p>			

Competency 8	Comments / Examples	Competent	Not yet competent
<p>8. JUDGEMENT& DECISION MAKING</p> <ul style="list-style-type: none"> • Understands and analyses all the relevant information. • Recognises when to refer to others, liaising with the appropriate person. • Acknowledges individual contribution to mistakes, acts promptly to rectify them and in so doing gains new insights and awareness. • Knows where to go to find answers and when to consult others. • Spots key safety issues and ensures they are addressed to prevent problems. • Acts with integrity and accepts accountability for results. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 6</p>			

Competency 9	Comments / Examples	Competent	Not yet competent
<p>9. LEADERSHIP</p> <ul style="list-style-type: none"> • Presents a positive 'can do' attitude. • Understands how to individually contribute and work within a team to deliver the best result. • Shares new knowledge and experience with the team. • Is committed to working to the best of ability. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 4</p>			

Competency 10	Comments / Examples	Competent	Not yet competent
<p>10. ORGANISATION</p> <ul style="list-style-type: none"> • Takes personal responsibility for own actions. • Takes personal responsibility for own safety. • Effectively plans to be ready to perform a role. • Manages own preparation and performance without the need for excessive supervision. • Is on time for meetings and ready to perform a role. • Manages and prioritises assignments coping with uneven workflow. • Able to work under pressure. 		<input type="checkbox"/>	<input type="checkbox"/>
<p>SUMMARY:</p> <p>SCORE: ____ / 7</p>			

THE OFFICIAL HAS BEEN FOUND

COMPETENT / NOT COMPETENT

Assessor's Name

Licence # and grade

Assessor's Signature

Officials Name

Licence # and grade

Official's Signature

Date

Notes for the Assessors:

- The Assessor and the Official should be aware that it can take more than one meeting to complete the assessment.
- Assessment is based on the ATCUAE Officials Competency Framework and measures behaviours and skills across 10 club-wide competencies applicable to all officials across all the specialty groups.
- Competencies # 1, 2 and 10 are the key competencies for officials upgrading from a Trainee to a Grade C licence and a successful candidate will have the minimum score of 19 out of 21. Official's score across the remaining competencies helps us to identify future leaders, trainers and assessors and plan official's development accordingly.
- An independent Upgrading Approvals Panel consisting of senior officials will review the assessment form and make a decision regarding an upgrade or, along with the Assessor, will develop recommendations on how to further develop skills and build competencies if a candidate is found to be 'not yet competent'.
- Officials that are being assessed have the right to ask for a copy of the event assessment once the assessment has taken place.
- The Assessor must send the event assessment form to ATCUAE within one week of the assessment.
- Assessors are encouraged to use a combination of the assessment methods as per the training they received at the ATCUAE.
- Assessors should always ask the officials how they think they performed and whether, in their opinion, they feel confident, at this time, to take on a Grade C licence, as this will mean taking on more responsibility for other people and for the event activities.
- In case of a positive decision, Officials licence status will change by the time of the next meeting and the information will be visible in their profile on marshals' web-site.