

CTSI Professional Competency Framework

Candidate Assessment Feedback Form

The date you actually carried out your assessment, whether it be desktop or observation.

Candidate Name _____

Candidate Number _____

Portfolio Assessed _____

Feedback Date: _____

Assessor Name: _____

Assessment Date: _____

Task A	<input type="checkbox"/>	Task D	<input type="checkbox"/>
Task B	<input type="checkbox"/>	Task E	<input type="checkbox"/>
Task C	<input type="checkbox"/>	Task F	<input type="checkbox"/>

REMEMBER - If you are happy with the evidence presented, against each task, you can state this, you do not need to list the evidence assessed. You need only list the evidence that you are unhappy with and the reasons why see below for example...

Feedback to Candidate:

I have assessed evidence reference 1 – 5, and can confirm that I happy with this and have assessed this
Against the stated tasks & criteria. It has been agreed that further evidence is to be collected for *state the tasks* and this is to be done by *state the next assessment date*

I can confirm that I have assessed evidence reference numbers 1-5 and on the whole, the evidence met the stated criteria, however I was unable to see how:-
Evidence reference numbers 2 & 3 met the stated criteria, and after a discussion with the candidate (the informal feedback) it has been agreed that

Further evidence to be collect within the next 6 weeks ready for my next assessment on _____

Candidate comments:

Candidate Name (Print): _____

Candidate Signature: _____

Date: _____

Assessor Name: _____

Assessor Signature _____

Date: _____

EXAMPLE