

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)
- NVQs in Management, Personnel or Training & Development at Levels 4 or 5

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; the four Generalist and Specialist Electives selected at the Diagnostic Interview and the People Management and Development Field. You will 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 that interview the assessor will:

- ask the candidate to explain how the evidence identified meets the standards
- ensure that candidates have covered all the underpinning knowledge and understanding contained in the portfolio
- write a report on the assessment process
- discuss what will be required to upgrade from graduate membership to Chartered MCIPD or FCIPD
- act as a sponsor for an upgrade

- Internal verification now takes place. This vital quality assurance role is not an end process - it happens throughout the candidates' journey to graduate membership. The internal verifier:

- may meet candidates, observe parts of the advisory or assessment process and either telephone or eMail candidates to gather feedback
- audits the assessment process by reading the assessment report and checking the evidence produced
- completes an internal verification report and recommends that the completed assessment report is forwarded to CIPD

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

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

0800 0185 052

develop@csgconsult.com