



Register of Professional Turners

Supported by the Worshipful Company of Turners

Quality and Excellence

RPT Assessment Policy and Procedure

Policy

1. Principles

- a. The purpose of this policy is to ensure that all new applicants are assessed fairly and consistently and meet the standards laid down in the RPT Form 6, Assessment Sheet. ([link to document](#))
- b. It is intended to promote compliance with good levels of health and safety as expected from a professional minded turner. Link to an example risk assessment that can be adapted is here: <https://www.hse.gov.uk/risk/casestudies/pdf/woodworking.pdf>
- c. It will enable assessors to carry out a transparent assessment with honesty and integrity.

Procedure

2. The workshop visit

- a. Each assessment will be carried out by a single assessor. The process as laid down in RPT F4 Single Person Assessment. ([link to document](#))
- b. The assessor will visit the applicant in the applicant's workshop or work place. The visit will comprise:
 - (i) An informal interview.
 - (ii) Inspection of completed work
 - (iii) Short demonstration
 - (iv) Check for compliance of health and safety guidance.
- c. The assessor will report their findings back to the Assessment sub-committee.

3. The assessor's report

- a. The assessment will be carried out according to RPT Form 6, Assessment Sheet.
- b. The assessor will then report their findings back to the Membership Secretary who will consult with the Assessment sub-committee who will jointly recommend either acceptance or non-acceptance onto the Register.

4. **Acceptance**

If the Assessment Sub-Committee recommend acceptance, the Membership Secretary will make arrangements for confirmatory notification to the applicant and will report this at the next committee meeting.

5. **Non-acceptance**

If the Membership Sub-Committee recommend non- acceptance, the Membership Secretary will notify the applicant of the assessor's reasons for this and advise the applicant of improvements and or remedial action required in order to secure membership. The applicant will then be given the opportunity to prove compliance or will be invited to re-apply at a later date.

6. **Prior to the workshop visit**

- a. Prior to the workshop visit the applicant is to be given a guidance list that they are advised to meet as a potential member of the Register. ([Link to RPT Form 13](#))
- b. When arrangements are being made for the workshop visit, the applicant's attention should be drawn to the guidance list, thereby giving the applicant every opportunity to assess their workshop and ensure that their safe working practices are comparable with the requirements of becoming a member of the Register

7. **Assessors**

- a. Assessors will be appointed by the RPT committee.
- b. Assessors are eligible to claim incurred expenses for carrying out each assessment but are not allowed to claim loss of earnings.
- c. Each assessor will use the assessing process which are only to be submitted on official RPT forms.
- d. On completion of the assessment, the assessor will return the forms to the Membership Secretary who will be responsible for informing the applicant of the outcome. The assessor is **not** to inform the applicant.