

TABLE 1.4: Core Competency Framework requirements for all disciplinary and regulatory assessors

Core competency	Performance indicators
Working within a legal framework	<ul style="list-style-type: none"> • demonstrate an expert understanding of the legal and regulatory frameworks, the legal tests to be applied and the rules of procedure as described within the Guidance ^{1,2} • understand and correctly apply the delegated powers vested in the role • demonstrate expert knowledge and understanding of the relevant ACCA regulations • demonstrate an understanding of the Assessor function in relation to public protection, maintaining the public confidence in the profession, declaring and maintaining proper standards of conduct • balance public protection and public interest against other issues appropriately • understand and demonstrate required conformity with data protection and storage for all hard-copy and electronic (paperless) information
Analysis	<ul style="list-style-type: none"> • demonstrate evidence of having read and understood the contents of the papers • demonstrate the ability to analyse large volumes of written, complex material • able to make an objective assessment of the evidence and identify key issues • able to highlight legal or technical issues arising • able to express their thinking clearly, identifying relevant points • able to complete an assessment within an appropriate timeframe
Collaboration and communication skills	<ul style="list-style-type: none"> • able to refer others to relevant documents within the papers • able to explain any relevant legal, technical, evidential or procedural issues in language that is easily understood by all • able to clearly direct further investigations, information or evidence to form or inform a decision • able to exercise permitted discretion to obtain independent legal, technical or other advice as may seem appropriate to progress the assessment • able to constructively challenge the views of others • treat colleagues and any third parties with courtesy and respect
Integrity and impartiality	<ul style="list-style-type: none"> • act with integrity and discretion • sensitive to issues of equality and diversity when examining the evidence, during any communications and in decision-making • adopt an objective approach avoiding bias or prejudice • able to recognise a conflict of interest and to raise it where applicable

Drafting skills	<ul style="list-style-type: none"> • draft reports and decisions using clear and concise language so that persons unconnected with the complaint or monitoring visit understand the findings, reasons and decisions • ensure that the determination reflects the appropriate legal or technical analysis • demonstrates adherence to ACCA formatting & documentation requirements • confirms that the <i>report</i> is spell-checked and correctly formatted
IT skills	<ul style="list-style-type: none"> • comfortable using a variety of IT packages to review and use documentation for hearings and meetings