By the end of this course you will be capable of:

- Running an assessment for staff competency.
- Understanding the importance of a well-structured assessment including feedback and comments made.
- Writing a DOPs assessment form.
- Completing assessments and practice feedback/completing DOPs forms.

A.S.P.A requires ‘staff are adequately educated, competent and continuously trained and that they are supervised until they have demonstrated the requisite competence’

The online learning spans 1 week (to allow for reading, form creation and self-assessment quizzes) and provides guidance on running assessments, form completion and offering feedback.

The course will use a combination of course material and online quizzes, online live sessions allowing group work, problem solving exercises and group discussion.

Please see our website for further information:
https://www.ubs.admin.cam.ac.uk/training-centre

“DOPS assessment is a tool used for assessing competency of staff members on a variety of different tasks and procedures. DOPS forms have been introduced to provide a structured, harmonised and objective method for assessing competency.”