**CIEA Associate Application Proforma**

Please complete the proforma below and email it to [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk) along with your **CV** and **copies of qualifications** or evidence of recognised prior learning RPL.

|  |  |  |
| --- | --- | --- |
| Applicant details |  | |
| Name |  | |
| Current role |  | |
| **Work experience** | | |
| Please provide an explanation detailing how you have achieved a minimum of one year’s experience in assessment. | | |
| **Assessment experience** | |  |
| The CIEA assesses candidates against certain criteria. Provide a summary of your experience in the following categories. Further information about each category can be found on the CIEA website [here](https://www.herts.ac.uk/ciea/join-the-ciea/associate-aciea-membership) | | |
| **Preparing for assessment** | | **Feeding back after assessment** |
| **Conducting assessment** | | **Performing effectively** |
| **Standardising own assessments** | | **Managing and working with others** |
| Referee | | |
| This form should be signed and dated by a professional supporter or your line-manager (for example Head of Department or School, Lead Verifier, Lead Assessor, Assessment Co‑Ordinator, Chief Examiner etc.) who can confirm you meet the eligibility criteria and also confirm that the qualification documents you are providing are genuine copies of the original document.  As far as I know, the information contained in this form is correct and the qualification documents provided are true copies of the original documents:  Signed: …………………………………………………….  Job title: …………………………………………………….  Organisation: ………………………………………………  Email address: …………………………………………….  How long have you known the applicant?...............................................  In what capacity do you know the applicant? …………………………….  Please note, we may contact the referee for quality control purposes. | | |

To complete your application to become an Associate member of the CIEA, please submit the following to [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk)

* Completed proforma
* Your CV
* Copy of your highest qualification