

## Introduction

Officials seeking an upgrade to their licence are required to undergo a practical Event Assessment, where they are observed performing the officiating role by a qualified Event Assessor or team of Assessors.

This guide has been created to assist Event Assessors, and those being assessed, to understand the correct procedure of an assessment.

The Motorsport Australia National Officiating Program (NOP) was established for the grading, licencing, training and recognition of Motorsport Australia Accredited Officials.

The purpose of the National Officiating Program is to:

- Ensure that motorsport officials are highly skilled
- Provide knowledge of roles and rules
- Demonstrate ethical performance of duties
- Foster personal pride and respect for the sport
- Provide efficient management
- Achieve local, national and international recognition

More information about the NOP can be found in the [Officials Licencing & Accreditation Guide](#).

## Process

The flow chart below outlines the process that should be adhered to by assesses and assessors when undertaking an event assessment.



## Candidate Prerequisites

Officials are required to complete the relevant theory module for the licence category and grade required, prior to being assessed for the licence, and within the previous 4 years. Approval otherwise must be sought by the Motorsport Australia Officials Manager.

There are no specific requirements for an official to attend a certain number of events prior to being assessed for an upgrade. However, Motorsport Australia recommend officials gain as much experience in the role as possible, to ensure a successful assessment outcome.

Officials who request an Event Assessment are entitled to be assessed for a licence upgrade providing an assessor can be found at an appropriate level event.

## Assessor Prerequisites

An Event Assessor must hold an official's licence that is at least equal to the level of licence being assessed. The below table outlines the level of event and licence required for each assessment:

Licence	Event Level	Endorser Level	EA Endorser Licence
Bronze Off Road	Club or higher	Bronze or above	Off Road or Event Command Official.
Bronze Administration	Club or higher	Bronze or above	Administration or Event Command Official.
Bronze Circuit	Club or higher	Bronze or above	Circuit Official or Event Command Official.
Bronze Event Command	Club or higher	Bronze or above	Event Command Official.
Bronze Fire & Rescue	Club or higher	Bronze or above	Fire and Rescue Official.
Bronze Rally	Club or higher	Bronze or above	Rally official or Event Command Official.
Bronze Scrutineer	Club or higher	Bronze or above	Scrutineer
Bronze Steward	Club or higher	Bronze or above	Steward
Bronze Timekeeping	Club or higher	Bronze or above	Timekeeper or Event Command Official.
Club Chief	Club or multi club	Bronze or above	Steward, Event Command Official or Club Chief.
Silver Official	State or higher	Silver or above	In the relevant category.
Gold Official	National or higher	Gold	In the relevant category.

An Event Assessor shall only complete one assessment at an event unless pre-approved by the Motorsport Australia Officials Manager.

## Booking an Assessment

All Event Assessments must be booked Online and approved by the Motorsport Australia State Office, unless prior approval by Motorsport Australia has been obtained. Assessments must be booked at least four weeks prior to the event. You can book an assessment on the Motorsport Australia website here: <https://www.motorsport.org.au/membership/officials/training> On the form you will be required to nominate an Assessor/s and Event/s for the assessment to take place.

This process helps ensure that all the administrative elements are met and that the official(s) who conducts the assessment has the required qualifications to do so. It is preferred that the upgrading official seeks their own Event Assessor, however their local Motorsport Australia State Office may assist with locating an assessor and appropriate event(s) if necessary.

Assessments must be booked and approved in advance and cannot be performed retrospectively.

## Assessment Methods

Assessors are encouraged to use a combination of the Assessment Methods listed below.

**1. Observation:** This is the most commonly used assessment method as it will provide Assessors with a good understanding of the Candidate's competence to fulfil a Bronze/Silver/Gold role. Use the assessment criteria to observe the Candidate while performing their roles and responsibilities at the event. For an effective assessor to record a candidate's actions through observation, the assessor would need to create a pre-arranged observation checklist covering all the required actions of the candidate during the assessment. This allows all actions to be recorded as either Competent or Not Yet Competent with evidence reasons.

**2. Oral Questions:** To use this method, Assessor's should develop a pre-arranged list of open, probing and hypothetical questions, along with the provision for candidates' answers. Ask what the Candidate would do in a particular situation as a Bronze/Silver/Gold official.

**3. Written Questions:** Written questions allows the candidate to demonstrate their knowledge and understanding of the role, as well as their ability to compile quality written work using correct spelling and grammar. This method is particularly useful to assess knowledge in areas not easily observed e.g. Risk Management and Incident Management.

**4. Listening & Responding:** Active listening, i.e. paying full attention to what the Candidate is saying, will give Assessors an insight into the level of understanding the Candidate has for the role of a Bronze/Silver/Gold official. Assessor's responses should always be non-critical and phrased in a positive manner

**5. Demonstration:** If the event does not allow Assessors to assess some of the skills listed, Assessors could ask the Candidate to demonstrate the required skills

**6. Reflection:** Ask how, at a previous event, a particular situation was handled by the candidate. Assessors may need to put some thought into an appropriate situation prior to conducting the assessment

**7. Supplementary Evidence:** This would be considered from Third Parties, such as other motorsport areas that may be involved in the candidate assessment, like Race Control, Assistant Clerks of Course, Timing and or Administration all of which could provide evidence to support the assessment outcomes.

## Team Assessment

The preferred method of assessing an official is using Team Assessment. Teams are made up of one person with an Event Assessor Endorsement and one person who is the subject matter expert who has the appropriate level licence and event experience and technical skills of the task involved. This will enable a quality and more transparent assessment to be conducted.

### *How do team assessments work?*

1. The assessment team will meet before the assessment to discuss the required competencies
2. Discussion will include how the overall assessment decision will be reached (i.e. will each assessors view be equally considered)
3. Discuss how differences of opinion in regard to the assessment decision will be handled
4. Discuss how the observation of the candidate will take place with the technical person and then be followed by the Assessor who is responsible for the sign off of the "assessment process"

5. Observation may also take place at a number of opportunities to “validate” competency (only if required)
6. Decide when feedback will be given to the candidate and by whom (summarised through one piece of feedback)
7. Agree not to “undermine” the assessment decision afterwards (i.e. one assessor doesn’t tell other people that they didn’t agree with the assessment decision)
8. On agreement between the Assessment Team a candidate will be deemed “competent” or “not yet competent”. If the candidate is deemed not yet competent, detailed feedback and the areas of improvement need to be communicated to them.
9. Team Assessor Details included on Candidates application form and duly signed off
10. The Candidate must send the event assessment form to Motorsport Australia within two weeks of the assessment.

## Notes for Assessor

Assessor’s must be aware of the requirements for an assessment, including the correct process and prerequisites. A checklist to assist with this has been provided at the end of this document.

When agreeing to perform an assessment during an event an Assessor is officiating at, they must ensure they are able to carry out the assessment without impacting their other obligations at the event. An Assessor must ensure that the official being assessed has been allocated a role at the event which will allow them to demonstrate their competence against the criteria.

Assessors should adequately prepare for an assessment, using the suggestions in this document. They are also expected to make contact with the official being assessed, to ensure they are also prepared, and the assessment is a smooth and positive experience.

Assessors should always ask applicants how they think they performed and whether, in their opinion, they feel confident, at this time, to take on a Bronze/Silver/Gold, as this will mean taking on more responsibility for other people and for the event activities

### Standard of Assessment

Motorsport Australia Event Assessors are charged with the responsibility of recording an individual’s demonstrated competence and confirming that the candidate is competent at a given task based on a standard criteria or benchmark. The assessment form provides Motorsport Australia with confirmation that the individual’s demonstrated competency is also valid, authentic, sufficient and current.

Event Assessors are expected to provide complete and detailed forms to support the decision of competent or not yet competent. Forms that do not provide enough information may not be accepted for a licence upgrade. Motorsport Australia reserves the right to remove the Event Assessment Endorsement from Officials who repeatedly fail to meet the high standard expected of an Assessor.

## Notes for Candidate

It is the Candidate’s responsibility to apply for an appropriate role at an event for the type of licence they wish to be assessed for.

Each assessment should be planned prior to getting to the event. You should be contacted by your event assessor(s) before the event to discuss the assessment and what to expect.

Your Event Assessor(s) will evaluate your competence in the role that is directly relevant to the grade you wish to attain and discipline you work in. This will be based on the competencies listed on the Event Assessment form. Your assessment may be conducted over a number of motorsport events. At the completion of the assessment, make sure that the Event Assessment Form is signed by both yourself and the assessor(s).

You are required to bring with you, a relevant Event Assessment form to the event(s) you are being assessed at. They are available for you to download here:

<https://www.motorsport.org.au/membership/officials/training>

You may like to keep a copy of the form for your own records. You can also fill in a record of the Event Assessment in your Motorsport Australia Officials' Licence Passbook (inside back cover).

After the event you will need to submit your signed and completed Event Assessment Form, along with any supporting documentation to the Motorsport Australia National Office for processing within 2 weeks of the event (Motorsport Australia Member Services, PO Box 172 Canterbury LPO, VIC 3126).

## Assessment Result

There is no minimum or maximum amount of time for an assessment to take place. The assessor is to determine the competence of the official based on the assessment criteria. This may be over one day, one event, or multiple events.

At the conclusion of the event the Assessor(s) will determine if the candidate is deemed Competent or Not Yet Competent.

A candidate may be deemed Not Yet Competent due to either not meeting the standard required, or they were not assessed against one or more criteria. Where a Candidate is found to be Not Yet Competent, the Assessor must include reasons for reaching this decision in the Assessor's Comments and should indicate next steps to be taken by the Candidate to be competent.

In the case of not meeting the required standard, officials are encouraged to seek further experience in the role before requesting a further assessment.

In the case of some criteria elements not being assessed during an assessment, an official can be assessed over a number of events, until all learning outcomes and performance criteria are assessed.

### Further Information

If you would like further information on Event Assessments, please contact Motorsport Australia on 1300 883 959 or [memberservices@motorsport.org.au](mailto:memberservices@motorsport.org.au)

# Checklists

## Event Assessors Checklist

This guide has been designed to assist Assessors to undertake assessments in a professional manner. It is recommended that assessors fill in the below checklist for each assessment performed and maintain the records.

Applicant: \_\_\_\_\_ Assessment Category: \_\_\_\_\_

- Have you got the appropriate accreditation to carry out the assessment?
    - Accredited Assessor \_\_\_\_\_
    - Subject matter expert \_\_\_\_\_
  - Date of Assessment \_\_\_\_\_
  - Venue of Assessment \_\_\_\_\_
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### Assessment preparation;

- Make contact with co-assessor (for Team Assessments)
- Establish required competencies (refer to Assessment Form)
- Consider how the overall assessment decision will be reached?
- What techniques will be used during the assessment for the individual criteria;
  - Observation
  - Oral Questions
  - Written Questions
  - Listening & Responding
  - Demonstration
  - Reflection
- Decide who will take the lead in giving feedback (for Team Assessment)
- Make contact with Candidate and discuss what will be expected of them (no surprises), where / when you will meet them and so on. Ensure the role they are performing is appropriate for the assessment.

### The Assessment:

- Complete 'Details' area on Application Form
- Evidence and Comments to be provided against each of the Performance Criteria, to include:
  - How was the Evidence provided (Written Test, Observations, Demonstration etc.)?

- What Evidence did they supply for you to deem them Competent or if you assessed Not Yet Competent what skills or knowledge are you lacking
- If there is insufficient space on the Assessment Form to put your comments write in 'see attachments' against the appropriate criteria and attached an additional page/s.
- On completion of the assessment provide feedback to the applicant.
- Complete the Assessor's Declaration.
- Provide the Candidate with the completed Assessment Form and advise they have 2 weeks to submit it to Motorsport Australia.