

30.10.20 Approve Assessor Guidance

1.0 Process Summary

1.1 Process Owner

The Process Owner has overall responsibility for a process. They're accountable for the process operating efficiently and effectively.

Head of Pre Award

1.2 Process Champion

The Process Champions are responsible for ensuring the process documents are up-to-date, accurate and shared with Process Participants.



1.3 Purpose / Scope of the Process

Purpose / Scope of the Process

Insert a brief overview of what is the purpose of the process, what it does and what it doesn't cover.

The purpose of this process is to approve Assessor Guidance. This process is only completed when non-standard questions are asked in a standard Competition Brief.

Process Start Point

Insert description of what triggers the starts of the process.

The process is triggered when non-standard questions are asked in a standard Competition Brief.

Process End Point

Insert description of what triggers the end of the process.

The process ends when the Competitions Manager approves the Assessor Guidance.

1.4 Link to Process Model -



2.0 Standard Operating Procedure

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
1	Send Assessor Guidance to Innovation Lead	Procedure - Check the assessor guidance section is not already included on the competition brief. If it is then see process 30.10.10 - Input and update assessor guidance on word based upon the requirements of the competition and questions being asked Guidance and Troubleshooting - Be careful to ensure that the correct guidance is allocated to the correct question and score parameter	Competition Manager	Innovation Lead		
2	Update Assessor Guidance	Procedure - Input and update Assessor Guidance on word based upon the requirements of the competition and questions being asked Guidance and Troubleshooting - Be careful to ensure that the correct guidance is allocated to the correct question and score parameter	Innovation Lead		Microsoft Word	Assessor Guidance
3	Co-Funded Competition?	If Yes, go to step 4 If No, go to step 5	Innovation Lead			
4	Review and Update with Delivery Partner	Procedure - If this is a co-funded competition then the guidance must be shared with and approved by the co-funding body/organisation Guidance and Troubleshooting - Be aware that these documents should be treated as confidential and as such only be shared with those that need to have them shared	Innovation Lead	Delivery Partner		Assessor Guidance

For information and support on Business Process Management and Documentation contact the Process Team.

Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
5	Update Assessor Guidance	Procedure - Any amendments highlighted must be considered and any relevant changes made to the guidance Guidance and Troubleshooting - Be aware that the guidance will be made available to all applicants on IFS so wording should be considered	Innovation Lead			Assessor Guidance
	At least 5 Working Days before Publication		Innovation Lead			
6	Send Assessor Guidance to Competition Manager	Procedure - Email the final of the Assessor Guidance to the competition manager for your competition for approval/review Guidance and Troubleshooting - Be aware that these documents should be treated as confidential and as such only be shared with those that need to have them shared	Innovation Lead			
7	Review Assessor Guidance	Procedure - Read and review the Assessor Guidance against the competition brief to ensure it flows and follows well - If amends need to be made they will need to be sent back to the Innovation Lead for amends to be made Guidance and Troubleshooting - Be aware that these documents should be treated as confidential and as such only be shared with those that need to have them shared until published	Competition Manager	Technical Content Designer		Assessor Guidance
8	Review Assessor Guidance	Procedure The final version of the Assessor Guidance should be reviewed and approved by the Competitions Lead prior to them being sent on for publication	Competition Lead			Assessor Guidance

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Step No.	Main Operating Steps	Procedure and Guidance	Responsible	Consulted	IT-Systems	Documents (see section 3 for links)
		Guidance and Troubleshooting Be aware that these documents will be available to applicants				
9	Approved Assessor Guidance?	If Yes, Process Ends. Refer to 30.10.21 Assessor Guidance Upload to IFS If No, go to step 5	Competition Lead			

3.0 Supporting Information

3.1 Related Training Materials

What training material is available to support this process

3.2 Related Policies / Guidance

What Policies and Guidance inform this process.

No dictionary entries given.

3.3 Participants

Departments, Teams and Roles with the process.

Competition Lead

Competition Manager

The Competition Managers in the Competitions Team within Pre-Award are responsible for the operational delivery of competitions through to the funding decision being made and communicated.

Department: Business Operations Department

Team: Competitions Team

Competitions Manager

The Competitions Manager role is responsible for the operational delivery of Competitions, and the management of all of the Portfolio Manager in Operations.

Department: Business Operations Department

Team: Competitions Team

Delivery Partner

A Delivery Partner is an organisation that we are working in partnership with to deliver funding, this can be the organisation fully or partly providing the funding or resource.

Head of Pre Award

Innovation Lead

The Innovation Lead role is the business/technical lead, they have overall responsibility for a Competition or Project.

Technical Content Designer

3.4 IT Systems

IT Systems and Applications used within the process.

Microsoft Word

Microsoft Word is a word processor developed by Microsoft.

IT System Owner: Business Systems Product Manager

3.5 Documents

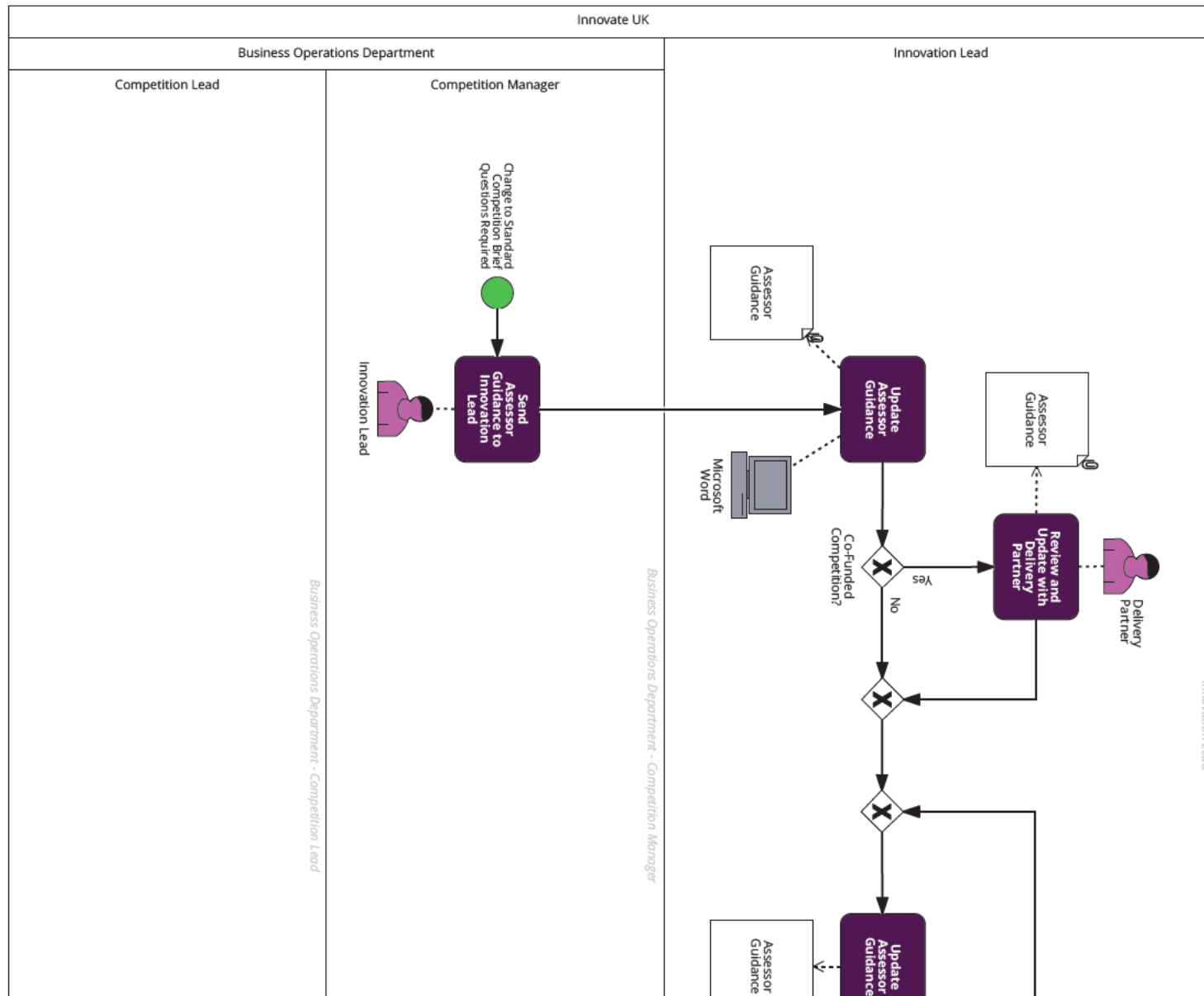
Documents used within the process.

Assessor Guidance

Challenge Led - Prioritisation and selection criteria_for Assessors -

[Redacted content]

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