THE CPD ACCREDITATION BUREAU

Assessor

Role profile and person specification

Role type: Freelance associate
Location: Remote, anywhere in the European Union
Reports to: Lead Assessor
Pay: Paid per assessment completed

About us

The CPD Accreditation Bureau accredits continuing professional development for training providers across the European Union. We assess courses, events, e-learning and other learning activities against our published Accreditation Standard, so professionals and employers can trust that an accredited activity is well designed, accurate and worth their time. Every accredited activity carries a unique reference that anyone can check on our Verification page.

The role

As an Assessor, you will review submissions from training providers and decide whether they meet our Accreditation Standard. You will work through our secure online portal, read the course materials and supporting evidence, and record a clear, fair decision with written feedback the provider can act on.

You will assess activities in your own area of expertise, so your professional knowledge matters as much as your assessment skills.

What you will do

Assessing submissions

- Review learning activities against each criterion of the Accreditation Standard, including learning outcomes, content accuracy, delivery, assessment of learning and learner support.
- Review training providers applying for membership, including their quality processes and how they handle learner feedback and complaints.
- Record your decision in the portal: approved, approved with conditions, or further evidence required.
- Write constructive, specific feedback that explains your decision and tells the provider exactly what to change.
- Review resubmissions where you asked for further evidence.

Meeting deadlines

- Complete standard assessments within 10 working days of allocation.
- Complete fast-track assessments within 5 working days when you accept them.
- Reply to messages from the Bureau within 2 working days.
- Tell us straight away if you cannot complete allocated work, so we can reassign it.

Protecting standards and fairness

- Declare any conflict of interest before starting an assessment, including any past or current link with the provider.
- Keep all provider materials confidential and handle personal data in line with GDPR.
- Report any concerns about plagiarism, misleading claims or malpractice to the Lead Assessor straight away.

Standardisation and development

- Take part in training to learn our Accreditation Standard and assessment process, and join standardisation sessions online.
- Accept sampling of your decisions by the Lead Assessor and act on their feedback.
- Keep your own CPD up to date and share your CPD record when asked.
- Share trends you notice in submissions to help us improve our guidance for providers.

What you will get

- Flexible, remote work that fits around your main role.
- Training to learn our Accreditation Standard, portal and assessment process.
- An annual record of the assessments you have completed, for your own CPD portfolio.
- A chance to raise the quality of professional learning in your field.

Person specification

	Essential	Desirable
Qualifications	Degree or professional qualification in your subject area	Teaching or training qualification
Experience	At least 3 years' professional experience in your subject area Experience designing, delivering or evaluating training or learning materials	Experience assessing, verifying, moderating or quality assuring learning Experience of accreditation, endorsement or audit processes Experience of e-learning and digital course design
Skills	Able to judge evidence against set criteria and reach a fair, reasoned decision Clear, constructive written feedback in English Strong attention to detail and able to meet deadlines Confident using online platforms and working independently	
Personal qualities	Fair, objective and open about conflicts of interest Committed to your own CPD Discreet with confidential information	

How to apply

Send your CV to **hr@cpdaccreditationbureau.com**. Include any relevant experience and a short note on why you will make a great addition to the team.