

Competency	Performance Criteria	Evidence Guide
<p>1. Understand how to complete the current skill examination report</p>	<p>1.1 The current skill examination report is used for each skill examination.</p> <p>1.2 The examination details are accurately recorded.</p> <p>1.3 Evidence of competent/not-yet-competent (C/NYC) is accurately recorded.</p>	<p>The current Skill Examination report is located and downloaded from the RABQSA web site.</p> <p>For a defined scenario, all relevant fields on the front page of the Skill Examination report are completed without error.</p> <p>For a defined scenario, each applicable row of the Skill Examination report is completed with a C/NYC determination and is supported by relevant evidence, with omission or deviation justified.</p>
<p>2. Understand skill examination processes</p>	<p>2.1 Skill examination is conducted in audit environment.</p> <p>2.2 Skill examination is conducted using acceptable methodologies.</p>	<p>The requirement to conduct the skill examination during an audit situation where the reference standard (or equivalent) used is recognized for the RABQSA certification scheme being sought by the Candidate, is described in accordance with RABQSA procedures.</p> <p>The competencies to be demonstrated for each grade in the scheme under examination are identified in accordance with RABQSA certification scheme requirements.</p> <p>Methods used to conduct the examination (e.g., direct observation, oral questions, and examination of written products) are described.</p>
<p>3. Understand skill examination procedures</p>	<p>3.1 Confidentiality of skill examination materials is maintained.</p> <p>3.2 Invoicing for skill examinations is completed.</p> <p>3.3 Etiquette guidelines are followed.</p>	<p>The requirements to store and retrieve Skill Examination reports are described in accordance with RABQSA confidentiality policies.</p> <p>The process used to invoice for skill examination expenses and fees are described in accordance with RABQSA invoicing guidelines.</p> <p>Etiquette required during Skill Examinations is identified in</p>

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		accordance with RABQSA etiquette guidelines.
4. Determine conflict of interest	<p>4.1 Skill Examiner assesses examination circumstances for actual or potential conflict of interest.</p> <p>4.2 Actual or potential conflict of interest is accurately determined and recorded.</p> <p>4.3 RABQSA is notified when a determination of actual or potential conflict is interest is made.</p>	<p>Situations in which actual or potential conflicts of interest exist are defined in accordance with RABQSA guidelines.</p> <p>Measures to reduce potential conflict of interest are described.</p> <p>The requirement to record the relevant details of any actual or potential conflicts of interest is described in accordance with RABQSA procedures.</p> <p>The requirement to notify RABQSA of actual or potential conflict of interest which may affect a Skill Examination is identified.</p>
5. Understand Skill Examiner performance requirements	<p>5.1 RABQSA Code of Conduct is applied.</p> <p>5.2 Skill Examination reports are completed and submitted in a timely manner.</p>	<p>The requirements of the RABQSA Code of Conduct are identified.</p> <p>The requirements to complete the Skill Examination report as part of the Skill Examination and submit the report to RABQSA within 5 days of the Skill Examination are described in accordance with RABQSA procedures.</p>