

AfN Accreditation Assessor Role Profile

Reporting to: Accreditation Committee.

About Us

The Association for Nutrition (AfN) is the voluntary regulator for nutritionists. Our purpose is to protect and benefit the public by defining and advancing standards of evidence-based practice across the field of nutrition and at all levels within the workforce. We maintain the UK Voluntary Register of Nutritionists (UKVRN), a competency-based register of individuals who:

- are qualified and competent in nutritional science and practice.
- agree to uphold professional and ethical standards through a comprehensive code of conduct.

AfN is a registered charity. Its Council is the trustee body and has responsibility for the governance of the organisation. Council appoints committees with delegated authority for specific functions. It has appointed the Accreditation Committee to oversee the accreditation of programmes of higher education which prepare students for registration as a Registered Associate Nutritionist.

Purpose of role

Accreditation Assessors fulfil an essential role in AfN. Through their work we are able to assure the quality of nutrition training delivered on our accredited programmes and ensure that graduates of these programmes meet the standards required for registration as a Registered Associate Nutritionist. This is central to the functions of a regulator and helps to maintain the quality and standing of the profession. Assessors also benefit from being part of the assessor community and learning about a range of approaches to delivering programmes. Undertaking assessments can contribute to CPD.

Assessors are responsible for reviewing submissions from course providers of both undergraduate and postgraduate degrees. Assessors make recommendations to the Accreditation Committee as to whether or not a programme meets our standards, as articulated in our [Programme Accreditation Outcomes, Standards and Procedures](#). Assessors are responsible for assessing the quality and evidence of an application against these standards, drafting of a short report and making recommendations to the Accreditation Committee.

Responsibilities

- Assessing degree programme submissions and making a judgement based against AfN standards.
- Reading and analysing documentation.
- Requesting further/clarifying information where appropriate, which may include a meeting with the programme team to discuss outstanding questions.
- Making a judgement of the sufficiency of the evidence provided taking into account the requirements for AfN Course Accreditation, that the degree programme will assist in raising standards within the nutrition profession, uphold the reputation of the profession and ultimately assist in public protection.
- Draft a short report on the submission using the assessment form including recommendations and feedback.

Process and Time Commitment

Accreditation submissions usually contain extensive documentation to evidence that the programme meets our standards. This can include a range of evidence, including regulations, programme handbooks and module descriptors, staffing information and external examiners reports. These support an application form and mapping document where the programme team summarises their

evidence and signposts assessors to the appropriate documents. The time taken to assess an application can vary but assessors should expect to devote several hours to an assessment. Assessors can request further information from a programme if it is not clear, from the application, that a standard has been met. In cases where further information is requested we will usually arrange a meeting, via Zoom, with representatives of the programme team to discuss any remaining questions.

On completion of the assessment the assessors are asked to submit a report to the Accreditation Committee which

- Recommends to the Accreditation Committee whether or not a programme meets the standards for accreditation.
- Highlights any areas of concern, where conditions or recommendations may be appropriate.
- Provides any feedback which the assessors recommend is sent to the programme team.

It is important that assessors consolidate and maintain their understanding of the assessment process by experience. Being an active assessor is important to maintain an understanding of the standards required and implementing these in a consistent way. An active assessor is usually expected to undertake three assessments per year, with a minimum of one assessment per annum being required to remain on the assessor list. Assessors should also periodically attend assessor training. A new assessor will initially be partnered with a mentor who is an experienced assessor and who will be available to provide advice during their first year. The mentor will provide AfN with a brief report on their progress.

AfN does recognise that assessors will need to fit assessment work around other priorities and will be flexible about the timing of assessments wherever possible. Periodically we will approach assessors to request information about when they are likely to be available to undertake assessments. We also identify when our assessment cycle is likely to be at a high point and give as much notice as possible that assessors will be required.

Person Specification

Essential Criteria

- Registered Nutritionist or Registered Nutritionist Fellow
- Knowledge of and commitment to AfN's Standards of Ethics, Conduct and Performance
- Knowledge of AfN Core Competencies and Degree Core Competencies
- Understanding of higher education systems
- Ability to work confidentially
- Ability to communicate effectively (both written and oral)
- Awareness of and sensitivity to equality and diversity issues
- Experience of internal or external examining of education or training programmes, or quality assurance of education or training programmes.

Desirable Criteria

One or more of the following:

- Course or programme design, programme specification or validation or review
- Course or programme management
- Experience of commissioning education
- Experience in appraisal or performance review
- Experience of professional regulation or its equivalent
- Expertise in any aspect of the practice of nutrition in any sector

Other information

Applications will be considered by the Accreditation Committee and, if approved, you will be asked to sign a confidentiality agreement to enable us to share assessment applications with you.

Application Procedure

To apply, please send a copy of your CV, and a covering letter outlining how you meet the person specification, why you wish to become an assessor and confirmation that you can devote the time to this role.

Please send your application to s.read@associationfornutrition.org

If you require more information about the AfN please visit at our website, www.associationfornutrition.org