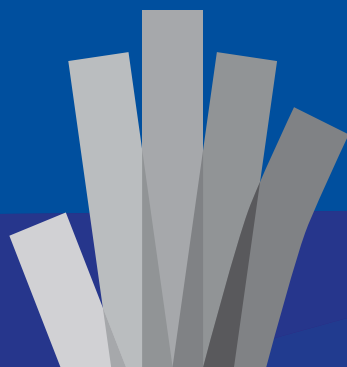


The Baker Award

# GUIDE FOR EXTERNAL ASSESSORS



University  
Technical  
Colleges<sup>®</sup>

## Introduction

The Baker Award for Technical Education recognises achievement in 14-19 technical education supported by work experience projects, challenges and links with employers. Each award (Bronze, Silver and Gold) takes account of the student's qualifications, work experience and wider competencies such as communication skills, problem solving and taking responsibility.

## What do Assessors do?

Every candidate for The Baker Award is interviewed by someone from outside their University Technical College. Assessors include UTC governors, STEM Ambassadors, members of professional institutions and volunteers from businesses which support UTCs.

## What's the purpose of the interview?

First, it's a way of checking provisional judgements made by UTC staff. Second, it provides practice for job interviews and, in time, interviews for membership of a professional institution.

## How much time do The Baker Award Assessors have to commit?

The minimum time commitment is half a day – enough to interview up to ten candidates.

## What happens if I disagree with the UTC's provisional judgement?

Any disagreements are discussed between Baker Dearing Educational Trust and the relevant UTC Principal. Occasionally, students are interviewed again – this time, by someone from Baker Dearing Educational Trust, whose decision is final.

## Do you pay travel expenses?

No, we don't. The Awards give students a huge boost, and we want as many as possible to put their names forward. As a charity, Baker Dearing Educational Trust can only do that by keeping running costs to an absolute minimum.

## Assessment process

Please liaise with the award manager at the UTC for which you are assessing award candidates. They will give you information about timings etc.

On the day the award manager will give you a printed sheet of instructions to log onto UTC Hub as an assessor for the UTC, which will look similar to this:

#### Step 1

> Log in to **hub.utchub.com** using the following email address and password.

✉ **assessor@utchub.com**

🔑 **AssessDoY!**

#### Step 2

> Once you are logged in, you will need to select your UTC from a list and provide the following secret code which is specific to your UTC.

🔑 **H1SIBwNwSG**

#### Step 3

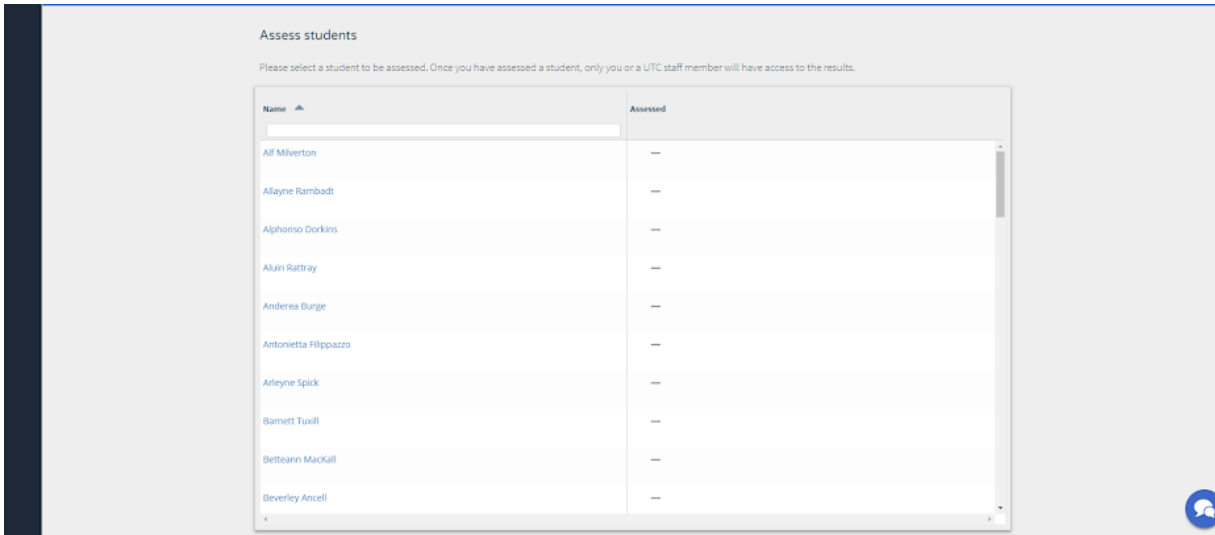
> Enter your personal details so we can track your assessments.

#### Step 4

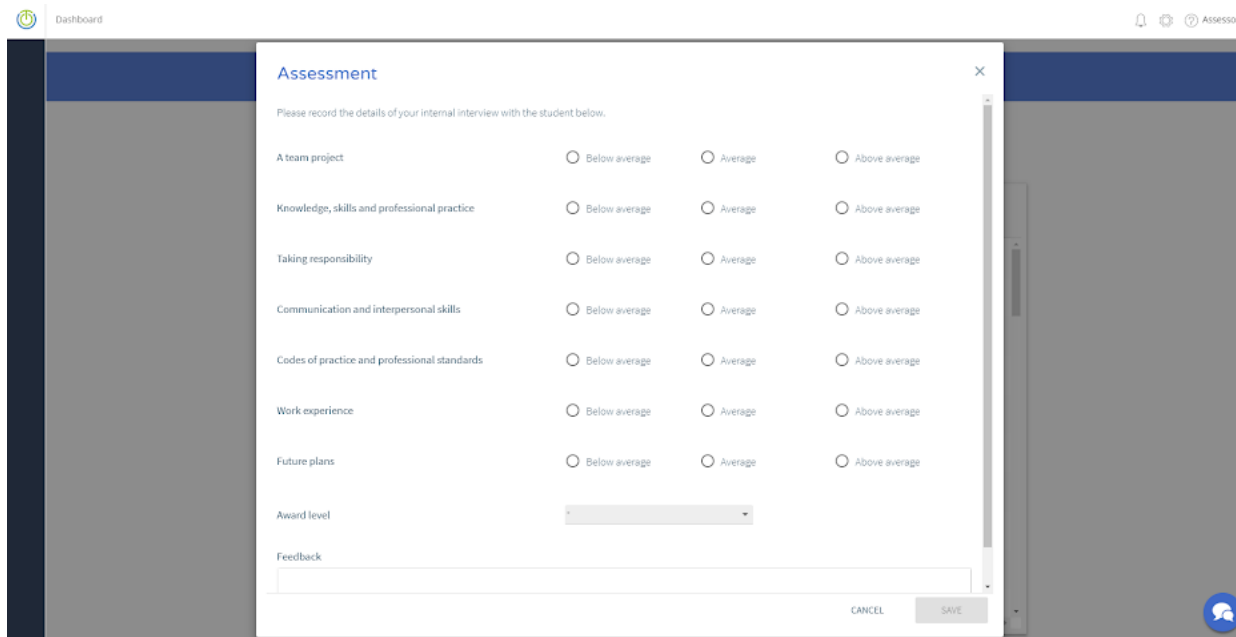
> Select the appropriate student from the student list

> Complete and submit your assessment!

Please follow the instructions and after completing signup you will see a list of students' names, similar to the following:



To assess a student, click on the relevant name and then record your assessment during or following the interview.



You need to assess students' answers for the following categories and use your judgement to record whether their responses were "below average", "average" or "above average":

- A team project
- Knowledge, skills and professional practice
- Taking responsibility

- Communication and interpersonal skills
- Codes of practice and professional standards
- Work experience
- Future plans

Please use the following example questions:

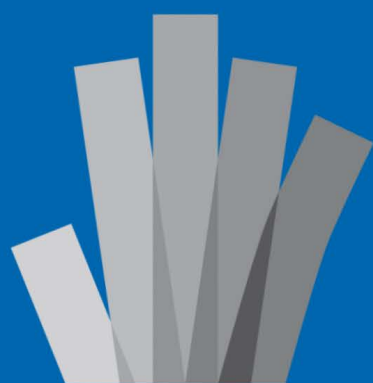
1. Can you tell me about a team project you were involved with? What did the team have to do, how many people were involved in the team, and how did you share out the work?
2. What do you feel went well with that team?
3. What was your role? What did you actually contribute to the team yourself?
4. Looking at your knowledge, skills and professional practice, if you are given a project to do in your future careers or studies, how do you find information? Where do you go for information?
5. Thinking about the information available on the internet, how would you verify a webpage?
6. Can you give me two examples of when you've taken responsibility for completing tasks or processes?
7. Give me an example of how you communicate technical information successfully.
8. Have you had experience of leading a team? (NB: interviewer would have asked student to provide details of how this went, if the student had not already done so)
9. Did you find it difficult to allocate tasks to other people in the team?
10. Thinking about planning a project, can you give me details of how you've done this and then seen that plan through? How have you monitored your progress against your plan?
11. Can you give me an example of when and how you have applied Safe Working practices to a project?
12. Finally, can you explain to me what you've done for your Work Experience, and also what your future plans are – what's next?

Finally, please ask the student what award level they have been entered for (if the award manager has not already provided this information) and record your assessment of the award level you feel they have achieved along with a short paragraph of feedback.

## Any questions?

Please speak to the award manager at your UTC or contact the UTC Hub Team at [hello@utchub.com](mailto:hello@utchub.com) or call 0203 637 7160.

Thank you very much for your support.



University  
Technical  
Colleges®

Powered by:



**UTCHUB**