

Self-Assessment Notetaker Personal Profile

1. Information about the proposed notetaker

Name	
Job title	
Faculty/Division	

2. Requirements

The following are requirements for the role. Please indicate if you meet these requirements. If you partially meet each requirement please explain.

Ref	Description	Comply (Yes/No/Partial)	If Partial please explain
2.1	You can commit to undertake at least 2 APERS in 2012, of up to 4 hours duration each.		
2.2	You are willing to participate in the programme of training and assessment, as detailed in the ROI.		
2.3	You have approval from your line manager to be involved		

3. Your experience

This section asks you to briefly **describe** your relevant skills and experience. Evaluation of your experience will be based on your complete response. You are not required to have a high level of experience in each of these, but rather an appropriate mix of relevant experience.

Organisational Experience

Previous experience in notetaking

4. Your skills and competencies

Communication skills

Time Management skills

5. Conflicts of Interest

Please describe in general terms any conflicts of interest you are aware of now that may restrict your ability to participate in evaluations of certain programmes.

6. Referees

Please provide the names and contact details of two referees that are willing and able to attest to your capability to perform the requirements of the role. One of these needs to be your direct line manager.

Sign_____

Date_____

*Please send your completed, signed form to:
Deborah Young
Academic Quality Co-ordinator
S163
Ext 8537*