




BMX Regional Commissaire Assessment Guidelines

	Guideline		Comment	
1	Maximum number of participants per assessor when the assessor has no event role.	4		
2	Maximum number of participants per assessor when assigned an event role.	2	Where there are only 1 to 2 assessments the assessor may undertake other roles the roles at the event such as PCP 3 or 2.	
	<p>Roles that should be given to an individual being assessed.</p> <p>The assessor should co-ordinate with the PCP regarding moving the candidate between roles for assessment purposes.</p> <p>How many times should you assess the capability of the participant to undertake activities such as checking a bike or helmet?</p>	1 or 2	<p>The following roles are suitable:</p> <ul style="list-style-type: none"> • Member of the Commissaire Panel (i.e. PCP, 1, 2 or 3) • Race Director • Race Secretary <p>The assessor is considering the competency of the trainee on how they check (i.e. do they look for the AS/NZ: 2063:2008 sticker in the helmet, and once twice should be enough).</p>	
4	A participant is unable to be tested on a particular criteria at an assessment event.		The assessor should engage in a role play to test against the criteria.	
5	Time between two assessments.		<p>An assessment must occur at two (2) separate events which can held on consecutive days (but 2 events on one day does not count as separate events).</p> <p>In the case of back-to-back events the assessor is to provide feedback on Day 1 then use Day 2 to further assess the participant in those areas where feedback was provided or any criteria(s) not fully assessed.</p> <p>For the purpose of clarity, an event that is run over two (2) days is classified as 1 event, for example a State/Territory Championships event which take place over three (3) days.</p>	

	Guideline		Comment	
	<p>If a participant is assessed as not competent either generally or in a specific criteria.</p> <p>For those areas where competency is not observed, do not tick the assessing box.</p> <p>The current Assessor may upload Notes for the next Assessor (see below)</p> <p>Note: Developing competency can take time and the aim of the Regional Commissaire course. There is no failure, rather advice should be provided of where further skilling is required before the RC accreditation can be issued. This may and is acceptable to take multiple attempts</p>		<p>A participant should be advised on the area where further competency needs to be demonstrated and asked to enrol into the next suitable assessment event.</p> <p>As an Assessor, you may upload Notes on where further competency is required for the next Assessor to be aware of. See below instructions on how to upload.</p> <p>Mark your event as complete in the App and AC's Education staff will make your Notes available for the next Assessor.</p>	
6	<p>Suitable clothing for the assessor including:</p> <ul style="list-style-type: none"> • AusCycling issued polo/jacket or BMXA issued or BMXA state/territory issued polo/jacket • Covered shoes • black pants/shorts • Cap/hat (if desired) 	N/A		
	Uploading Participant Notes			
	<p>Notes can be uploaded against a participant's on-line profile for use by the next Assessor</p> <p>Note: Participant notes are only available to view by the Assessor in the specific event assessment. Should the Notes need to be accessed by the next/another Assessor, please email officials@auscycling.org.au and these will be made available for the next Assessor</p>		<p>Click on the Screen Recording icon below for instructions on how to upload participant Notes</p> <p></p> <p>Screen Recording 2021-07-30 at 1.41.11 pm.mov</p> <ol style="list-style-type: none"> A participant must be 'signed in' to upload a Note. Click on the 'assessing task' where you wish to upload a Note. Find the name of the participant. Click on the 3 dots for the task beside the participant's name. This will open the 'Supplementary Assessment Information screen' Input the Notes and click on 'Submit' The information is then stored for further viewing and action by the next Assessor 	