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Become a qualified CompEx instructor or assessor

CompEx instructors and assessors play an essential role in delivering high quality instruction and assessment that conforms to the CompEx Scheme. Becoming a qualified instructor or assessor means that you are contributing to safer working practices across the industry for personnel who work in potentially hazardous environments.

This document provides full details about the application process for becoming a qualified instructor or assessor, including the essential documents, qualifications and experience required.

If you are interested in becoming a CompEx instructor or assessor, you can apply through an existing licensed CompEx training provider. The application process consists of two stages:

1. Application

CompEx training providers must apply to CompEx directly on behalf of applicants by completing the instructor and assessor application form (**JTL923**). Applications are then reviewed by members of the CompEx Certification Body to verify if the applicant meets the key requirements. More information about the assessor application is detailed below.

2. Professional technical interview

If an application is approved, a formal professional technical interview is arranged with a member of the CompEx Certification Body and a technical industry expert. Interviews are held over 1-1.5 hours and provide CompEx with an understanding of the applicant's relevant experience and knowledge of hazardous environments, and of the specific areas on which they will be instructing or assessing.

Applicants who are successful at interview are added to the CompEx instructor/assessor register, supplied with a unique registration number and a CompEx instructor or assessor certificate. Once formally registered, applicants are eligible to begin instructing or assessing approved CompEx qualifications at their selected training provider. CompEx recommends that all new instructors and assessors shadow experienced instructors/assessors during the initial weeks/months of practice to help increase their knowledge and confidence.

Assessor application

There are two routes of application to become a CompEx assessor, dependent on applicant experience – **standard** or **mentoring**. The scope of the assessor mentoring programme is dependent on the applicant's previous experience in explosive atmospheres, as well as their previous assessment experience.

1. Standard assessor application

The standard assessor application is suitable for the following applicants:

- a. Unqualified assessor (requiring a formal assessor qualification)

2. Assessor mentoring programme application

The assessor mentoring programme is suitable for the following applicants:

- a. Existing qualified experienced assessor (non CompEx)
- b. Newly qualified inexperienced assessor (non CompEx)

Documents required by CompEx

To proceed to stage 2 of the instructor/assessor application process (professional technical interview), applicants must ensure that the following information has been supplied to their selected training provider.

1. Two signed copies of the CompEx non-disclosure agreement (NDA)
2. A completed JTL923 CompEx instructor/assessor application form
3. A current CV with experience relating to hazardous areas and equipment protection concepts
4. A copy of a photo ID (passport or driving licence)
5. Two professional references.

Key requirements

The key requirements apply to all instructor and assessor applications. Assessor mentoring programme applicants must also fulfil the assessor mentoring programme criteria as detailed below to progress their application.

Essential

All instructor and assessor applicants must hold the following:

- A current CompEx certificate in any qualifications that they are providing instruction for or assessing on. (Qualifications must be completed at a training provider independent of the application process).
- 5-years verifiable industry experience within hazardous area environments (at or above the instruction/assessment level).
- A relevant trade qualification. (See JTL 925 qualifications criteria)
- A working knowledge of the IEC / ISO 60079 Parts 14 and 17 Standards.
- A working knowledge of the EEMUA 186 Practitioner's Handbook.
- Documented and approved evidence of in-centre mentoring (assessor only).

Desirable

It is also preferential that applicants hold:

- Registration with an appropriate industry body at the relevant occupational level and grade. (e.g. J.I.B., ECA, IET, NICEIC etc.)
- A relevant teaching, training or assessment qualification as appropriate to the role such as:

Instructors

- Level 3 AET (Award in Education and Training)
- PTTLS (Preparing to Teach in Lifelong Learning Sector)
- Train the Trainer (as a minimum requirement)

Assessors

- D32/D33 or A1 Level 3 Assessor Qualification
- Level 3 QCF (Assessor award)

Assessor mentoring programme criteria

Applicants who wish to progress onto the assessor mentoring programme, must have:

- sat in on a minimum of four sessions of each practical assessment.
- completed assessments under supervision. (All assessment types must be completed, and applicants should be comfortable with the assessment method, paperwork and use of the results platform. We anticipate this process taking several weeks.)
- records of the mentoring programme. These are to be kept by the appointed CompEx Certification Body representative for auditing purposes and will be used at the professional technical interview.

CompEx quality standards

1. To ensure impartiality, instructors must not assess candidates for qualifications they have also instructed on. This best practice upholds CompEx's high impartiality standards.
2. It is a key requirement for instructor applicants to hold a current CompEx certificate in any qualifications they are providing instruction on. To ensure impartiality, these qualifications must be completed at a training provider independent of the application process.
3. Witnessed assessment of initial instruction or assessment for new instructors/assessors may be undertaken as part of CompEx's Quality Management System requirements.
4. The CompEx scheme committee monitor candidate results and perform quality assurance witnessed assessments at the training provider as deemed necessary.