

Application guidelines for prospective licensed assessors

This document provides guidance to those **applying to become Licensed Assessors** under the HCV Resource Network (HCVRN) Assessor Licensing Scheme (ALS).

Before applying

All applicants must carefully read about the ALS before they start an application. They also need to make sure that they meet all application requirements and understand the ALS Terms and Conditions and the ALS Code of Conduct.

Who should apply?

The ALS is for professionals that wish to lead HCV assessments or integrated HCV-HCS assessments. Only professionals that wish to lead such assessments should apply.

The application was designed to evaluate whether applicants have enough relevant experience and skills to lead high-quality assessments.

Applicants will need to prove relevant subject matter knowledge, relevant experience and skills such as the ability to do independent research and synthesise and evaluate data/information, as well as basic writing skills.

Applications that do not meet the minimum requirements will not be considered.

How to apply

All applicants must complete the on-line [application](#)

The application form guides the applicant through the completion of all mandatory fields and how to attach all required documentation and pay the application fee. Once the application is submitted, applicants will receive a confirmation email. Applicants will be notified about the outcome of their application via email.

Application requirements

Details on the information required¹ for each section of the application are outlined below. Applicants must read each of these sections carefully before starting an application.

MANDATORY SECTIONS

Basic information and adequate working language skills in one or more ALS languages

All applicants must provide their personal details, so that the ALS team can contact them regarding

¹ The ALS website contains a 2048-Bit SSL certificate encryption so all applicant information and uploaded documents will be secure. Information submitted as part of the application will be confidential.



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their application, if needed. Applicants will also be asked to demonstrate ability to work professionally in one or more ALS languages (English, Bahasa Indonesia, Spanish, French or Portuguese) to a level that is adequate for producing HCV assessment reports.

Academic qualifications

Applicants are required to provide information regarding their post-secondary education, graduate and post-graduate degrees **only**. Applicants should list the **most recent** qualifications first.

- Degree (name of the degree obtained)
- Subject and/or specialization (full name of programme and/or specialization obtained)
- Institution (full name of University, College, etc.)
- Degree date (date on which the applicant received confirmation of degree)

Professional experience

Applicants should list their **most recent** professional experience first.

- Name of employer (name of company, organisation, etc.)
- Period (start date and completion date)
- Job title
- Responsibilities (brief description, up to 500 words)

Participation in one HCV Assessor Training Course

Completing one HCV Assessor Training Course imparted by an ALS-registered Training Organisation is mandatory. The following information needs to be provided:

- Name of ALS-registered Training Organisation (open text, 200 characters)
- Date of training course
- Unique training certificate number
- Mock HCV assessment public summary produced as part of the training course examination. This mock report must comply with the ALS Public Summary template.

Two HCV assessment experiences (or equivalent)

Applicants are required to provide evidence of participation in:

- **two HCV assessments** as a team leader or as a team member, or
- **one HCV assessment** as a team leader or as a team member **and** participation in **one Forest Stewardship Council (FSC) Controlled Wood National Risk Assessment (NRA)** category 3 process, or
- **one HCV assessment** as a team leader or as a team member **and** participation in **one HCS Approach² assessment** as a team leader or as a team member, or **one HCV assessment** as a team leader or as a team member **and** participation in **one IFC Performance Standards³ assessment** as a team leader or as a team member.

² Following the High Carbon Stock Approach toolkit, for more information see here: <http://highcarbonstock.org/>

³ IFC Performance Standards Assessments of interest are those that overlap with the HCV approach (Standards 1, 4, 6, 7 and 8). More information on:



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The mandatory supporting documentation for this section is:

- **Copies of the assessment reports (HCV, HCS, IFC)** in which the applicant participated. The applicant's name and role in the assessment must be clearly found in the report. If the applicant's name and role are not clear, the applicant is required to provide a **Letter of Confirmation of Participation in an Assessment** (template is provided in Annex 1). Please note that the HCV assessment reports uploaded in this section do not have to comply with ALS reporting templates. The assessment reports uploaded in this section can be older than the application date.

Please note that all files must be uploaded in PDF format. The file size limit for all documents uploaded to the Website is **20 MB**. The file size limit for the Letter of Confirmation of Participation in an Assessment is **8 MB**. If your file size is larger the file will need to be compressed.

Applicant's reputation

Applicants will be asked to provide information on whether they have been involved in controversies regarding HCV (or relevant) assessments in the past. Controversies in this context are understood as complaints submitted to a certification scheme (e.g. RSPO) regarding a poor-quality assessment in which the applicant was involved; a report released by a reputable NGO or civil society group or news articles in which the applicant's professional performance is put in question, or other.

The following questions will need to be responded by the applicant:

- Have you been involved in any controversies regarding an HCV (or relevant) assessment?
Yes/No
- If yes, please provide the following additional information:
 - Has the controversy been resolved? Yes/No
 - Provide a brief description of the controversy or controversies

If the applicant has been involved in controversial HCV (or relevant) assessments in the past, their application may not be considered.

NON-MANDATORY SECTIONS

Other relevant HCV experience

Applicants are encouraged to provide details on other HCV (or relevant) experience, such as:

- HCV national interpretation work
 - Country (drop down list, applicants can choose several)
- HCV policy work
- HCV training provider
- Former ALS peer reviewer
- Former licensed HCV assessor
- ALS Quality Panel member
- High Carbon Stock Approach assessments

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- Other (open text 500 characters)

General training

Applicants are encouraged to provide information on general HCV training courses or High Carbon Stock (HCS) approach training courses that they have participated in. Applicants can provide details on up to nine training courses.

- Title of training course
- Name of training provider (organisation or individual) (open text, 200 characters)
- Date (drop down)
- Number of days
- Location:
 - Country
 - City (open text 100 characters)

Applying

Signature of the applicant self-declaration

After completing all the mandatory information in the application form, applicants will be required to carefully read and sign a self-declaration. The completion and signature of the self-declaration is a condition of application. The objective of the self-declaration is to guarantee that applicants have understood that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in the denial of their application and hence a provisional HCV assessor licence, or in the revocation of a provisional or full licence if the assessor is found to have made false claims in his/her application.

Payment

Applicants are required to pay an application fee via a secure page where they will be able to pay by credit or debit card via PayPal. Applicants are required to have a PayPal⁴ account. Payments via bank transfer will only be permitted for applicants based in countries where PayPal is not available. In such cases, applicants must contact qualitymanager@hcvnetwork.org.

Please note that even if an application is submitted and paid in full, this is not a guarantee that it will be successful.

Application results

If an application is successful, the applicant will receive an email confirmation. Successful applicants will be given a licence number once they comply with the following activities:

- Participating in an induction with the Quality Manager;
- Signing all required documents;
- Completing their public profile on the Website.

If an application is not successful, applicants will be provided with feedback. In some cases, this

⁴ For more information on PayPal visit: <https://www.paypal.com/uk/webapps/mpp/home>



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feedback could include a request for further evidence or additional information. **The ALS will not reimburse any money for unsuccessful applications.**

Questions?

For more information visit www.hcvnetwork.org or contact qualitymanager@hcvnetwork.org



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Annex 1. Instructions for letter of confirmation of participation in an HCV, HCS or IFC assessment

All applicants must provide evidence of participation HCV, HCS or IFC assessments as a team leader or as a team member. Where an applicant has participated in any of such assessments as a team member but their name and role is not clearly stated in the assessment report, the applicant needs to arrange for written confirmation of their role to be provided by the lead assessor of the assessment in question.

Instructions

The letter must be addressed to:

ALS Quality Manager, HCV Assessor Licensing Scheme

HCV Resource Network Secretariat

West Suite, Frewin Chambers, Frewin Court

Oxford OX1 3HZ, United Kingdom

qualitymanager@hcvnetwork.org

The letter must contain:

- Name of applicant
- Role of applicant in the HCV, HCS or IFC assessment, e.g. team member – zoology.
- Date, name/title and location of the assessment in question
- Name, position, employer, and email address person sending the letter of confirmation

The letter must be signed, scanned and uploaded as part of the application. Only electronic copies of the letter will be accepted.