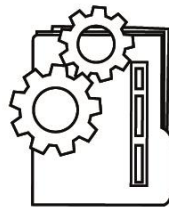


# SOP

## Standard Operating Procedure



1st Edition



# ASCEND

ASEAN Standards and Certification  
for Experts in Disaster Management

ASEAN Standards and Certification  
for Experts in Disaster Management

# Standard Operating Procedure

ADM.SOP.001.1



ONE ASEAN  
ONE RESPONSE

**Project Sponsors:**



The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam. The ASEAN Secretariat is based in Jakarta, Indonesia.

The “ASEAN Standards and Certification for Experts in Disaster Management (ASCEND)” is under Priority Programme 5: Global Leadership of the Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025 that envisions ASEAN as a global leader in disaster management.

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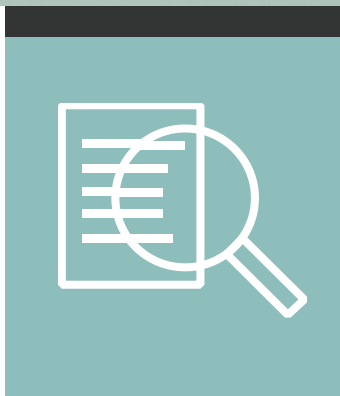
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## ASCEND Programme and Toolbox Development Project: **Introduction**



**1.1*****The ASCEND Programme***

Southeast Asian governments, through the ASEAN Committee on Disaster Management (ACDM), continue to invest in strengthening disaster management systems for a more secure and resilient region. However, the compounding of risks and increasing uncertainty of disasters in our new climate reality threaten to set back the socio-economic development gains of ASEAN societies. Widespread and recurring disaster damages and losses can overwhelm national capacities and worsen regional transboundary effects.

The Declaration on One ASEAN One Response (OAOR) at the 2016 ASEAN Summit in Vientiane, Lao PDR, reaffirms ASEAN's vision to move towards faster and more integrated collective responses to disasters inside and outside the region. However, ASEAN's past experiences of responding to large-scale disasters showed that realising the OAOR can be challenging. Various responders from different countries, institutions, organisations, and companies seek to contribute to the overall response. Their goodwill is appreciated, and several provide much-needed assistance. But ASEAN and affected Member States sometimes found it challenging to determine what knowledge and skills responders have and how they can effectively contribute to national and regional efforts.

Learnings from past experiences and shared commitment to realising the OAOR vision increased the need to develop regionally recognised Competency Standards and a certification process for disaster management professionals. The increased support led to initiatives that eventually created the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Programme. ASCEND is now part of Priority 5: Global Leadership of the Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025, a programme that envisions ASEAN as a global leader in disaster management.

**1.2**

## ***ASCEND Objectives***

The objectives of the ASCEND are:

- To enhance the capacity of the ASEAN countries in the implementation of ASCEND.
- To establish regionally recognised Competency Standards and assessment processes covering five professions in disaster management.
- To improve the capacity of the AHA Centre to serve as the ASCEND Secretariat.
- To promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other ASEAN sectors in preparation for the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA).

**1.3**

## ***Advantages and benefits of an ASCEND Toolbox Certification***

### **For ASEAN**

The ASCEND certification can assist Member States in ensuring that competent disaster management professionals handle emergency assistance and disaster relief across the region. It also supports mutual recognition of disaster management competencies to facilitate acceptance of external aid and faster response.

### **For AHA Centre**

ASEAN, a rapidly developing and hazard-prone region, will need more competent disaster management professionals. The ASCEND certification can narrow current knowledge and skills gaps. It can also enable stronger cooperation and interoperability between disaster managers in their home countries and across regions.

### **For disaster management professionals**

Disaster management professionals can use their ASCEND certification to promote themselves professionally and serve as evidence of their experience and qualifications. It can also make it easier for organisations to determine the

ability of certificate holders to perform critical work functions of specific occupations in the disaster management sector.

## 1.4

### ***The ASCEND Toolbox***

A set of technical requirements must exist before it is possible to implement the ASCEND programme in selected ASEAN Member States. One of them is the ASCEND Competency Standards that lists the forty-three (43) regionally recognised core and technical competencies in selected disaster management professions. It also outlines the key features of work and performance standards professionals need to meet to help improve the quality of disaster management practices in the region.

Another requirement is the development of ASCEND Toolboxes for five professions. These professions are Rapid Assessment, Humanitarian Logistics, Information Management, Water, Sanitation and Hygiene (WASH), and Shelter Management.

ASCEND Toolboxes have five (5) key documents – an SOP, Certification Schemes, Assessor Guides, Trainer Guides, and Learner Guides. These documents are based on the ASCEND Framework and Competency Standards, approved by the ASEAN Committee on Disaster Management.

The SOP defines the basis of ASCEND, describes the institutional arrangements and mechanisms, and details the certification procedures. Certification Schemes present an overview of the standards of each profession-occupation and certification requirements, the rights and obligations of candidates and certificate holders, and general guidelines on the certification process.

Assessor Guides provide assessors with tools to validate, evaluate, and determine whether a candidate meets the competency standards.

Trainer Guides come with PowerPoint slides and presenter notes to help trainers prepare candidates for certification. It also offers a list of tools trainers may use to encourage interactive learning.

Learner Guides assist candidates preparing for ASCEND certification in their chosen disaster management profession and occupation. It contains learning resources to complement their training and information that can help prepare them to undergo the required assessments.

These ASCEND Toolbox documents support the ASEAN Member States in identifying, building the capacity of, and mobilising competent disaster managers across Southeast Asia that are highly capable of contributing to reducing disaster risks and disaster losses in the region through timely and effective response.

A set of technical requirements must exist before it is possible to implement the ASCEND programme in participating ASEAN Member States. The first requirement is the ASCEND Competency Standards which contains forty-three (43) regionally recognised core and technical competencies in selected disaster management professions. The Competency Standards outline the work elements and performance criteria that guide for certification of disaster management professionals across the region.

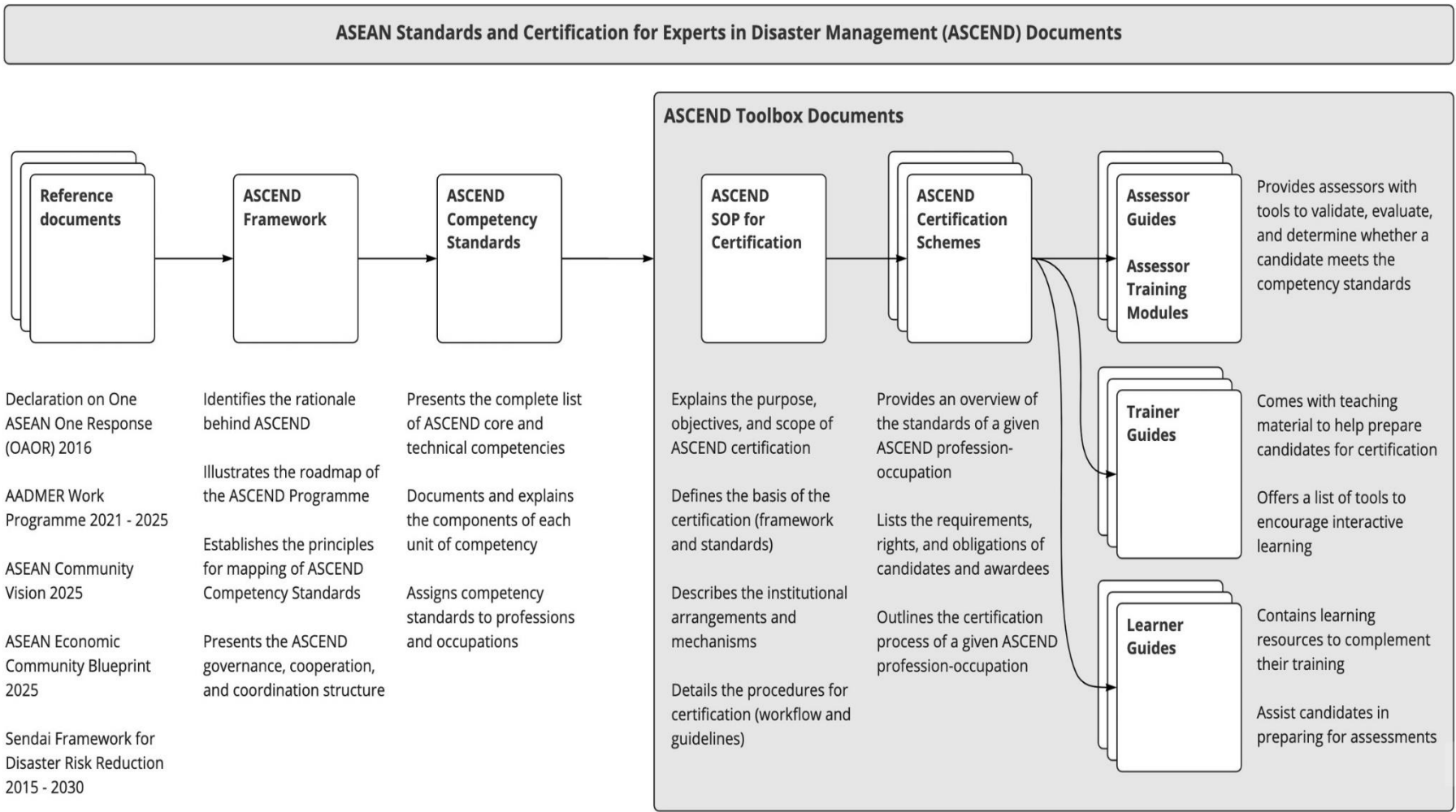
Another requirement is the development of ASCEND Toolboxes for five professions. These professions are Rapid Assessment, Humanitarian Logistics, Information Management, Water, Sanitation and Hygiene (WASH), and Shelter Management. ASCEND Toolboxes consists of an SOP, Certification Schemes, Assessor Guides, Trainer Guides, and Learner Guides. The ASCEND Competency Standards, approved by the ASEAN Committee on Disaster Management, are the primary basis of the Toolbox documents.

The **SOP** defines the basis of ASCEND, describes the institutional arrangements and mechanisms, and details the certification procedures. **Certification Schemes** present an overview of the standards of each profession-occupation and certification requirements, the rights and obligations of candidates and certificate holders, and general guidelines on the certification process. **Assessor Guides** provide assessors with tools to validate, evaluate, and determine whether a candidate meets the Competency Standards. **Trainer Guides** come with PowerPoint slides and presenter notes to help trainers prepare candidates for certification. It also offers a list of tools trainers may use to encourage interactive learning. **Learner Guides** assist candidates preparing for ASCEND certification in their chosen disaster management profession and occupation. It contains learning resources and complementary readings to help prepare them for the required assessment.

The ASCEND Toolbox documents can assist the ASEAN Member States to identify, build the capacity of, and mobilise competent disaster managers across Southeast Asia to help reduce disaster risks and disaster losses in the region through timely and effective response.



Image 1: Overview of ASCEND Toolbox Documents





## ASCEND Standard Operating Procedures for Certification: **Overview**

## 2.1

## ***Purpose and Objectives***

The ASCEND SOP for Certification (document name: ADM.SOP.001.1) offers guidelines for certifying regional-level ASEAN assessors and trainers and serves as a reference for ASEAN Member States interested in developing and implementing national-level ASCEND certification processes in their respective countries. The purpose of this SOP is to present the basis and framework of the ASCEND Competency Standards, the institutional arrangements and mechanisms that make the certification process operational, and the procedural tasks and workflow. The SOP aims to assist authorised ASCEND certifying organisations and their representatives, like assessors and trainers, to establish consistency, achieve efficiency, and uphold the quality of ASCEND Competency Standards in implementing the certification process. This SOP is one part of the ASCEND Toolbox and should be used together with ASCEND Certification Schemes, Assessor Guides, Trainer Guides, and Learner Guides.

## 2.2

## ***Scope***

The ASCEND SOP for Certification covers the four stages of the ASCEND certification process. The first stage is the application for certification and admission. Next is the assessment of the candidate's competencies. The third stage is the ASCEND certification and registration. Finally, the post-certification process/requirements. The guidelines offered in this SOP are limited to the five (5) disaster management professions and the fifteen (15) occupations included in the ASCEND Toolbox Development Project.

There are 43 ASCEND Standard Competencies in total (4 core and 39 technical). Please see the ASCEND Competency Standard document for the list of competencies and more information about each standard.

Please see Table 1 below for a summary.

**Table 1:** ASCEND Professions, Occupations, and Competencies in Scope

ASCEND Professions	Occupations (Certification Scheme)	Number of Core Competencies	Number of Technical Competencies
Rapid Assessment	Coordinator (ADM.CSC.001.1)	4	5
	Officer (ADM.CSC.002.1)		
Humanitarian Logistics	Manager (ADM.CSC.003.1)		9
	Coordinator (ADM.CSC.004.1)		
	Officer (ADM.CSC.005.1)		
Information Management	Manager (ADM.CSC.006.1)		8
	Coordinator (ADM.CSC.007.1)		
	Officer (ADM.CSC.008.1)		
Water, Sanitation, and Hygiene (WASH)	Manager (ADM.CSC.009.1)		12
	Coordinator (ADM.CSC.010.1)		
	Promoter (ADM.CSC.011.1)		
	Engineer (ADM.CSC.012.1)		
Shelter Management	Manager ADM.CSC.013.1)		9
	Coordinator (ADM.CSC.014.1)		
	Officer (ADM.CSC.015.1)		
<b>Total</b>	<b>15</b>	<b>4</b>	<b>39</b>

## 2.3

## Definitions

AHA Centre	The ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management. The AHA Centre is the secretariat and operating arm of the ASCEND programme that will promote, monitor, report, review, and update the ASCEND Competency Standards and certification process. It will serve as the liaison between the ASEAN Member States and ASCEND-certified disaster management professionals.
ASCEND	ASEAN Standards and Certification for Experts in Disaster Management
ASCEND Competency Standards on Disaster Management (ACSDM)	The ASEAN Competency Standard on Disaster Management (ACSDM) identifies the key features of work in selected disaster management professions, and performance standards professionals need to meet to be deemed competent.
ASCEND Reference Groups	Representatives assigned by ASEAN Member States (two representatives each) to review, comment on, and guide the development of ASCEND Toolbox Documents.
ASEAN	The Association of Southeast Asian Nations
ASEAN Member States	Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam
Assessor Guide	A guide designed to help ASCEND assessors confirm whether a candidate seeking certification has satisfied the specific requirements of their chosen profession and occupation on the ASCEND Competency Standard. It provides the primary assessment tools (e.g., oral interviews, written tests, and observation checklists) and instructions that explain how to use them.
Certification Process	A set of activities where authorised ASCEND certification organisations and their representatives validate, assess, and determine whether a candidate satisfies the ASCEND Competency Standards and meets the certification requirements. The four stages of the process are: (i) application for certification and admission, (ii) assessment of the competencies of the candidate, (iii) ASCEND certification and registration, (iv) and post-certification process/requirements.
Certification Scheme	Toolbox documents presenting the specific ASCEND Competency Standards, candidate qualifications, and certification requirements of a particular ASCEND profession



and occupation. Certification Schemes describe the assessment a candidate must complete, demonstrating their competence in critical work functions of their chosen disaster management profession and occupation.

Certification Assessments	Refers to a set of tasks that measure the candidate's abilities and proficiency in an ASCEND Competency Standard. Assessor Guides specify the required assessment. Oral interviews, written tests, and observation checklists are several tools to verify, evaluate, and confirm if the candidate is competent or not.
Competency/ies	<p>Competency is the characteristic and ability to use or apply knowledge and skills-sets to perform critical job functions in a defined work setting. ASCEND standards have core and technical competencies.</p> <p>Core competencies are general professional knowledge and skills related to international humanitarian principles and disaster management standards, including ASEAN mechanisms and procedures. Technical competencies are specific knowledge and skills needed to perform effectively in work areas under their chosen disaster management profession and occupation.</p>
Competency-based methods	<p>Competency-based methods help ensure that the ASCEND certification process is relevant, valid, acceptable, flexible, and traceable – in alignment with the ASEAN Guiding Principles. The relevance principle confirms that the ASCEND certification reflects the current professional needs in the disaster management sector. The validity principle relates to the consistency and equitability of the assessment process. The acceptability principle is about aligning the ASCEND certification to other disaster management professional standards and good practices. The flexibility principle refers to the responsiveness of the ASCEND certification to changes or differences in disaster management work settings and job requirements. The traceability principle ensures that evidence is sufficient to grant the ASCEND certification.</p> <p>Competency-based assessment (CBA) is the process for evaluating whether a professional is qualified and competent to perform in a particular occupation. CBA is used to determine if the candidate's experience, knowledge, skills, and attitudes meet the standards and performance criteria defined in a unit of competency. See Assessor Guides for more information.</p> <p>Competency-based training (CBT) is a teaching strategy that aims to develop the candidate's knowledge, skills, and attitudes to become qualified and competent to perform in a particular</p>

occupation. CBT builds on the candidate's experience and uses different modes of instruction to assist them in meeting the standards and performance criteria defined in a unit of competency. See Trainer Guides for more information.

Learner Guide	A document assists candidates in preparing for ASCEND certification in their chosen disaster management profession and occupation. It contains learning resources and complementary readings that can help prepare them to undergo the required assessment. There is a specific learner guide for each ASCEND competency standard.
Occupation	The ASCEND certification covers five (5) disaster management professions. Under them are profession-specific occupations. Each occupation has its own set of Competency Standards and Toolbox documents. ASCEND occupations include manager, coordinator, officer, promoter, and engineer. See Certification Schemes for more information about the different occupations.
Profession	The ASCEND certification covers five (5) disaster management professions. Under them are profession-specific occupations. Each occupation has its own set of Competency Standards and Toolbox documents. ASCEND disaster management professions include rapid assessment, humanitarian logistics, information management, WASH, and shelter management. See Certification Schemes for more information about the different professions.
Trainer Guide	ASCEND is a certification process that focuses on assessing a candidate's competencies against regionally recognised disaster management standards. It is not a training program. However, Trainer Guides are included in the Toolboxes to support authorised or licensed certification institutions or offices in facilitating learning activities for candidates – if they prefer to do so. But it is not mandatory to deliver ASCEND-related training. Trainer Guides come with PowerPoint slides, presenter notes, and interactive tools to assist those seeking to help prepare candidates for certification. Candidates may also read through it as a supplemental learning resource.



Basis of ASCEND:

# Framework and Standards

**3.1**

## ***ASCEND Framework and Reference Documents***

ASEAN governments continue to invest in developing mechanisms and arrangements to strengthen disaster management systems for a more secure and resilient region. But widespread and recurring disaster damages and losses can still overwhelm national capacities and worsen regional transboundary effects.

The **Declaration on One ASEAN One Response (OAOR)** at the 2016 ASEAN Summit in Vientiane, Lao PDR, responds to these challenges. The OAOR reaffirms the ASEAN vision to move towards faster and more integrated collective responses to disasters inside and outside the region. ASEAN acknowledges the need to create regionally recognised Competency Standards and a certification process for selected disaster management professions to operationalise the OAOR vision. The **ASCEND Framework, ASEAN Qualifications Reference Framework (AQRF)**, and **ASEAN Guiding Principles (AGP) for Quality Assurance and Recognition of Competency Certification Systems**, and **ASEAN Disaster Management Occupations Map** guide ASEAN's efforts in addressing these two critical requirements. ASCEND is now part of Priority 5: Global Leadership of the **ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025**, a programme that envisions ASEAN as a global leader in disaster management. The adoption of ASCEND demonstrates ASEAN's capacity to be a knowledge resource for best practices in disaster management in the international arena.

ASCEND reinforces the **ASEAN Community Vision 2025** commitment to building resilient communities with enhanced capacity to adapt and respond to socio-economic vulnerabilities from disasters, climate change, and emerging threats. It also supports **ASEAN Economic Community Blueprint 2025** in widening ASEAN people-to-people, institutional, and infrastructure connectivity by cooperating through projects that facilitate capital and skilled labour movements such as disaster managers and humanitarian workers. Moreover, ASCEND contributes to the **Sendai Framework for Disaster Risk Reduction 2015-2030** Priority for Action 2: Strengthening disaster risk governance to manage disaster risk, specifically, "the development of quality standards, such as certifications and awards for disaster risk management." The ASCEND Framework closely aligns with ASEAN policies and developments relevant to the Southeast Asian context, and it also builds on and supplements existing international agreements.

**3.2**

## ***ASCEND Competency Standards and Toolbox Documents***

The ASCEND Competency Standards identify the key features of work in selected disaster management professions, and performance standards professionals need to meet to be deemed competent. It also provides the list of the forty-three (43) core and technical competencies that serve as the basis for defining the regionally recognised disaster management qualifications across the ASEAN Member States. The five (5) professions covered by the ASCEND Competency Standards include Rapid Assessment, Humanitarian Logistics, Information Management, WASH, and Shelter Management. Under these professions are five (5) categories of occupations: Manager, Coordinator, Officer, Promoter, and Engineer. Overall, there are fifteen (15) profession-occupation combinations (e.g., humanitarian logistics manager, information management coordinator, WASH promoter).

Each ASCEND Competency Standard has its dedicated Toolbox documents: an SOP, Certification Scheme, Assessor Guide, Trainer Guide, and Learner Guide. The SOP applies to all profession-occupation combinations covered by the ASCEND certification. The Certification Schemes, one for each of the profession-occupation combinations. Both these documents align with the AQRF Level Descriptors, Section 4: Guiding Principles and Protocols for Quality Assurance of the AGP, and an ASEAN Disaster Management Occupations Map. The Certification Schemes also outline the ASCEND competencies under selected professions and occupations, eligibility criteria, basic requirements and rights of candidates, and obligations of certification holders. Assessor Guides describe the components of particular Competency Standards and offer tools to determine the candidate's qualifications. Trainer and Learner Guides expound on a given competency standard's elements and performance criteria for learning and assessment preparation purposes.

The ASCEND Toolbox documents can assist the ASEAN Member States to identify, build the capacity of, and mobilise competent disaster managers across Southeast Asia to help reduce disaster risks and disaster losses in the region through timely and effective response. The Toolbox documents may also serve as a reference for ASEAN Member States' seeking to develop and implement national-level competency-based certification processes based on their respective capacities and needs. The ASCEND Competency Standards and its derivative Toolbox documents will be reviewed and updated every five (5) years to ensure they reflect changes in the disaster management profession and remain relevant.





Making ASCEND Operational:

# Arrangements and Mechanisms

## 4.1

# ***ASCEND Institutional Arrangements***

The institutional arrangements of ASCEND include the following stakeholders: ACDM Working Group on Global Leadership (WG GL), ASEAN Secretariat (ASEC), the AHA Centre, National Disaster Management Authorities (NDMA), National Professional Certification Agencies (NPCA), and Authorised or Licensed Certification Institutions. Figure 1 illustrates their relationships.

The **ACDM WG GL** will be responsible for implementing, evaluating, and revising the ASCEND Framework. The ASEC will provide communication and coordination support to facilitate collective decision-making and collaborative efforts with different ASEAN bodies involved in the ASCEND programme. The **AHA Centre** is the secretariat and operating arm of the ASCEND programme that will promote, monitor, report, review, and update the ASCEND Competency Standards and certification process. It will serve as the liaison between the ASEAN Member States and ASCEND-certified disaster management professionals.

The **NDMA of ASEAN Member States** will ensure that ASCEND Competency Standards and certification processes adapt to their country's laws, regulations, needs, and preferences. They will establish local arrangements to facilitate information sharing and knowledge exchange with the ASCEND Secretariat (AHA Centre). The **NPCA of ASEAN Member States** will work with NDMA in setting up the ASCEND-related certification process for the national context and grant certification institutions or offices with authority or license to issue ASCEND certifications on its behalf.

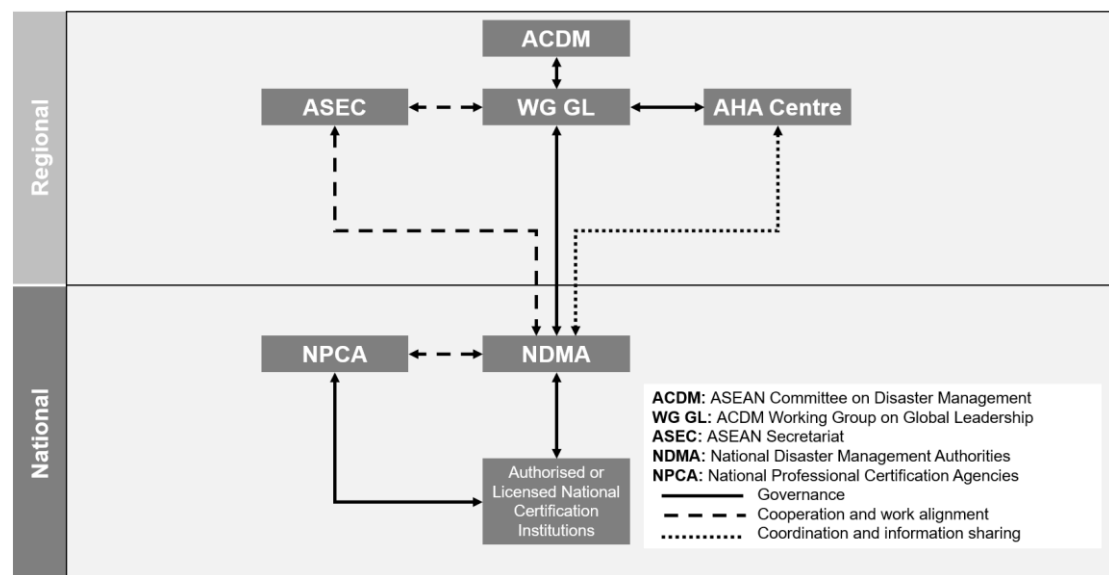
These **authorised or licensed certification institutions or offices** will be responsible for the following:

- Appointing and supporting the development of national ASCEND assessors and trainers
- Issuing ASCEND certifications and registering qualified and competent disaster management professionals
- Handling the post-certification process and requirements (e.g., tracking the number and validity of issued certificates) with support from the ASCEND Secretariat.

The structure and operations of institutions or offices authorised to conduct ASCEND certifications will vary across the participating ASEAN Member States. Some Member States may assign this responsibility to an office within

the NDMA or NPCA. At the same time, some may grant licenses to other government agencies or non-government education and training institutions. ASEAN Member States have different approaches and levels of quality assurance systems for Technical Vocational Education and Training (TVET). Section 4, titled “Guiding Principles and Protocols for Quality Assurance” of the AGP, provides the guiding principles and protocols for competent bodies and providers of assessment services. Adhering to these guiding principles and protocols commonly agreed by the ASEAN Member States will facilitate mutual understanding and trust in the TVET quality assurance approaches of participating **authorised or licensed certification institutions or offices**.

*Figure 1: ASCEND Institutional Arrangements (ASEAN-level)*



## 4.2

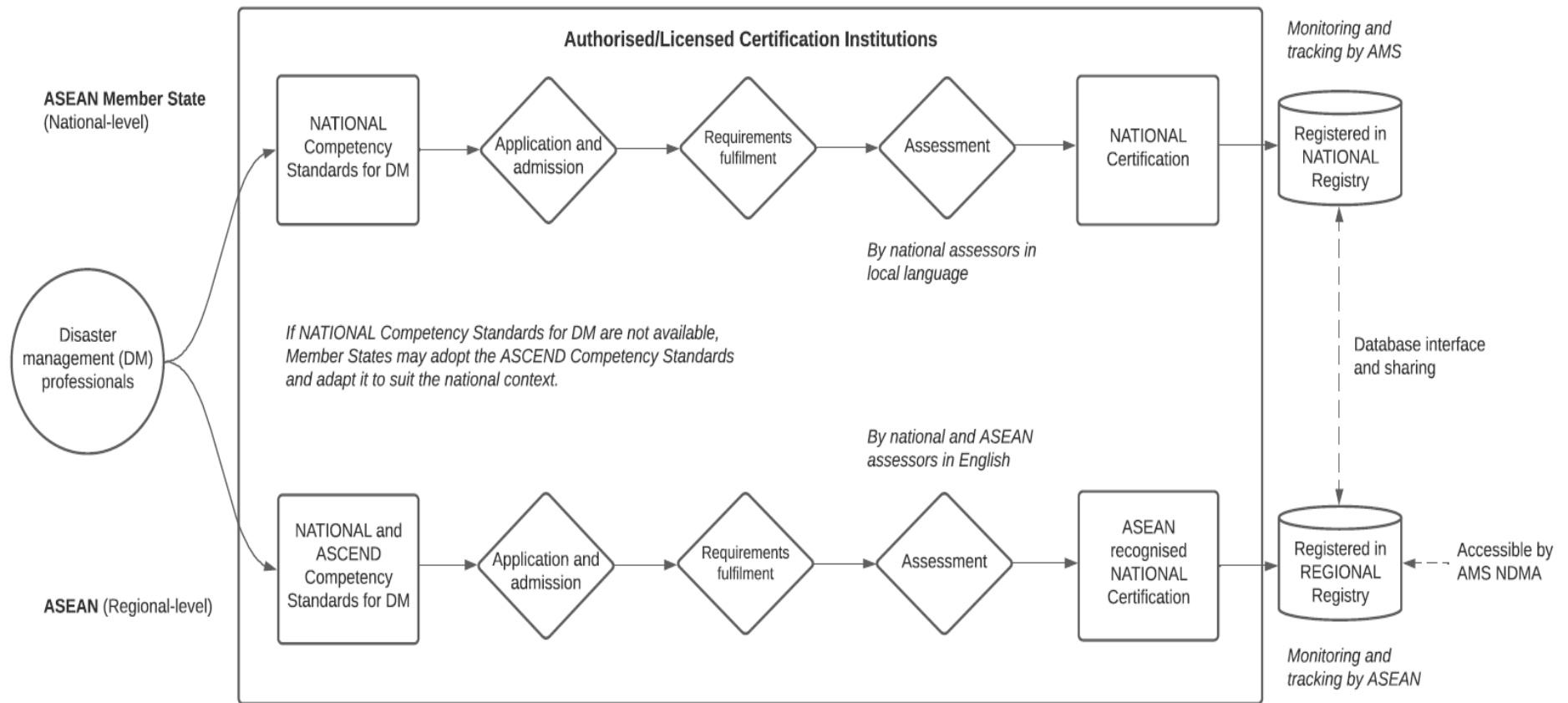
## ***Alignment of Regional and National Level Certification Mechanisms***

Implementing ASCEND standards and certification process requires support from the regional level through ASEAN and the national level through the NDMA of the participating ASEAN Member States. Disaster management professionals from the ASEAN Member States can apply to undergo both national and ASCEND certifications should they choose to. Although the national and regional (ASCEND) certifications for disaster management are aligned, the two are distinct and separate processes, as shown in Figure 2.

ASEAN Member States can implement the ASCEND certification process with or without existing national standards and certification systems in disaster management (DM). Member States with existing national standards and certification systems in DM can offer ASCEND certification on top of their existing national certification in DM. Member States without existing national standards and certification systems in DM may adapt the ASCEND standards to develop their national DM standards. Then, when they establish their national certification system, they can begin offering the ASCEND certification on top of their existing national certification in DM.

Disaster management professionals interested in ASCEND certification can directly apply through any Authorised or Licensed National Certification Institutions of the participating ASEAN Member States. ASCEND certifications will be conducted in English only by ASCEND-certified assessors. Qualified and competent disaster management professionals that meet the ASCEND Competency Standards will be awarded a regional certification and registered under the ASCEND registry of ASEAN. NDMA of participating Member States will have access to the ASCEND registry.

*Figure 2: Alignment of regional and national level certification mechanisms*







## ASCEND Certification Procedures: **Workflow, Activities and Guidelines**

This section consists of three (3) parts that align with and build on each other.

1. The first part shows an overview of the ASCEND Certification Procedures using an **activity-based workflow chart**. It illustrates the stages of the certification process, the main activities, and their sequence.
2. The second part provides an **actor-based view of the activities** shown in the workflow. It presents the actors, actions needed from them, and the other ASCEND Toolbox documents they can refer to for guidance.
3. The third part expounds on the first and second parts. It details the procedures that serve as **guidelines for implementing** the ASCEND certification.

The workflow and guidelines below are for regional-level ASCEND certification. Participating ASEAN Member States interested in using them for national-level ASCEND certification need to adapt it according to their country's laws, regulations, needs, and preferences.

## 5.1

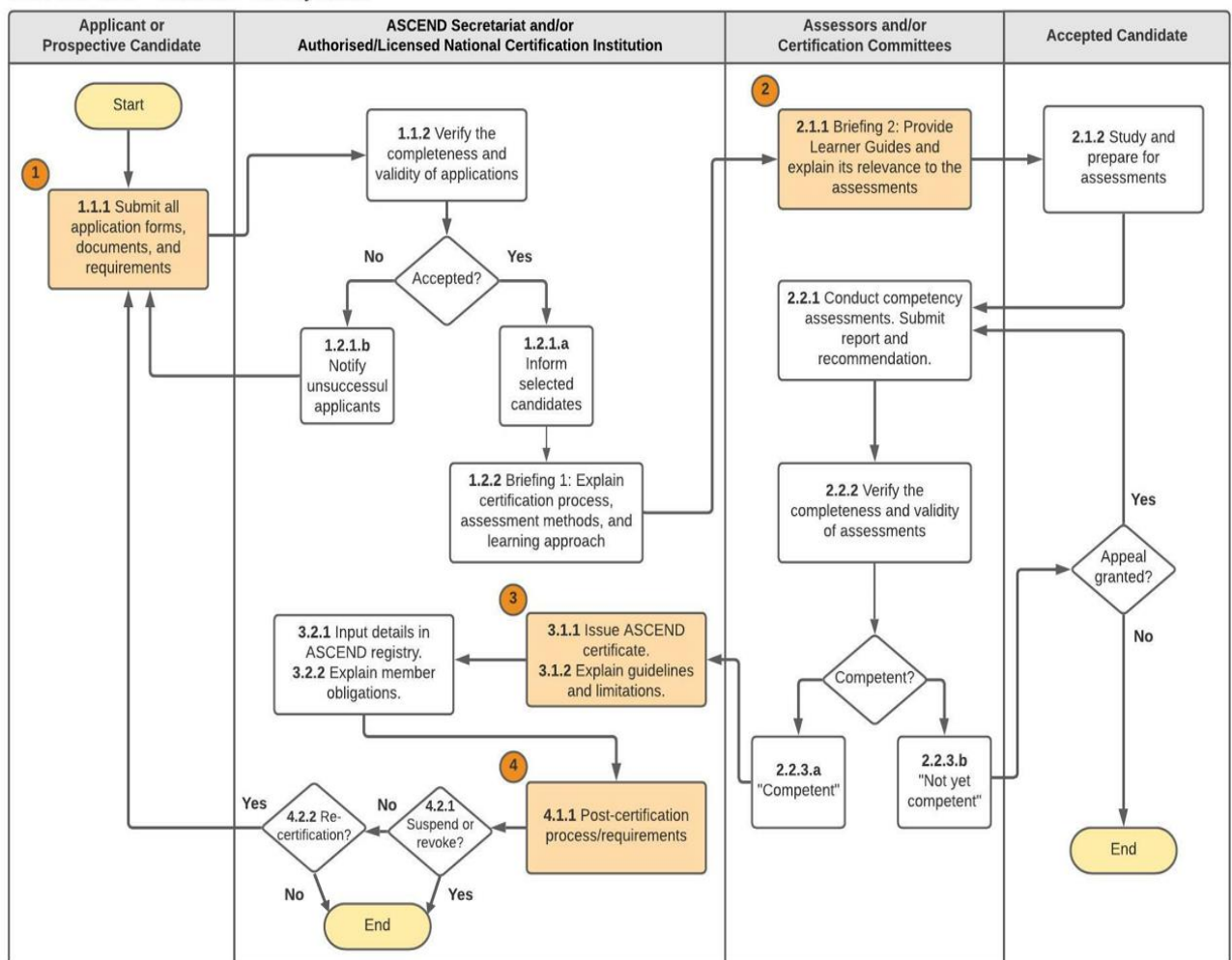
### ***Overview of the ASCEND Certification***

The diagram below provides an overview of the workflow and the guidelines. The **ASCEND certification process** has **four stages** represented by **orange circles** in Figure 3:

1. Application for certification and admission
2. Assessment of the competencies of the candidate
3. ASCEND certification and registration of certificate holders
4. Post-certification process/requirements

**Figure 3: Activity-based Workflow Chart of ASCEND Certification Procedures**

**ASCEND - SOP - Workflow - Activity-based**



## 5.2

# ASCEND Certification Activities: Actors and Actions

**Table 2:** Actor-based table of ASCEND certification activities

No.	Actors	Actions	Remarks
<b>1. Application for certification and admission</b>			
<b>1.1 Submission of certification requirements</b>			
1.1.1	Applicants or prospective candidates	If eligible, submit application forms, supporting documents, and application letter to the ASCEND Secretariat or Authorised / Licensed National Certification Institutions (licensed by NPCA or its equivalent).	See the <i>Certification Schemes</i> for the list of requirements and expected prior education, training, work and volunteer experience.
1.1.2	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions - can be assisted by Assessors or Certification Committees	Verify the completeness and validity of their application for ASCEND certification.	The <i>Certification Schemes</i> contain information about the eligibility criteria for each disaster management occupation included in ASCEND. Contact higher education institutions and employer/previous employers of the candidate if needed.
<b>1.2 Admission of qualified candidates</b>			
1.2.1.a	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Accept applications of selected candidates for ASCEND certification and inform them of the decision.	Enrol accepted candidates, record their application details, and endorse regional assessors.
1.2.1.b	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Notify unsuccessful applicants, provide recommendations on what applicants need to complete or fulfil and thank them for their interest. Applicants can re-apply as soon as they meet qualifications and requirements.	See the Guidelines Section of ASCEND SOP for information about waitlisting and re-application of prospective candidates.

1.2.2	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Conduct a briefing to explain the certification process, assessment methods, and learning approach to accepted candidates. Ensuring that the candidate understands the learning material included in the assessment.	<ul style="list-style-type: none"> <li>• See the <i>Certification Schemes</i> for the set of Competency Standards included in the ASCEND profession and occupation chosen by candidates.</li> <li>• See <i>Assessor Guides</i> for more information about the competency-based assessment.</li> </ul>
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## 2. Assessment of the competencies of the candidate

### 2.1 Prepare candidates for assessments

2.1.1	Assessors and/or Certification Committees	Provide Learner Guides to accepted candidates and conduct briefings to explain its relevance to the assessment.	<ul style="list-style-type: none"> <li>• See <i>Learner Guides</i> for learning resources of the ASCEND profession and occupation chosen by candidates.</li> <li>• See <i>Assessor Guides</i> for more information about the assessment tools.</li> </ul>
2.1.2	Accepted candidates	Study and prepare for assessment.	See the <i>Learner and Trainer Guides</i> for learning resources, recommended readings, and training presentations.

### 2.2 Assess the candidate's competency

2.2.1	<ul style="list-style-type: none"> <li>• Accepted candidates</li> <li>• Assessors</li> </ul>	<ul style="list-style-type: none"> <li>• Complete competency assessment.</li> <li>• Conduct competency assessment.</li> <li>• Determine if accepted candidates meet the ASCEND Competency Standards of their chosen profession and occupation.</li> <li>• Record assessment results and provide feedback to the candidate.</li> <li>• Submit report and recommendation to a Certification Committee for verification.</li> </ul>	See the <i>Assessor Guides</i> for the assessment methods and tools (oral interviews, written tests, and observation checklists).
2.2.2	Certification Committee (can be a group of assessors)	<ul style="list-style-type: none"> <li>• Verify the completeness and validity of an assessment.</li> <li>• Check for errors and irregularities in assessment reports and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• See <i>Certification Schemes</i> for Master Checklist.</li> <li>• See the <i>Assessor Guides</i> for a template of the competency recording sheet.</li> </ul>



- Endorses assessment reports and recommendations to ASCEND Secretariat or Authorised and Licensed National Certification Institutions.

2.2.3.a	Certification Committee (can be a group of assessors)	If a candidate is “competent”: Endorse assessment reports and recommendations to ASCEND Secretariat or Authorised and Licensed National Certification Institutions.	See the Guidelines Section of <i>ASCEND SOP</i> for information about the endorsement of assessment reports recommendations.
2.2.3.b	Certification Committee (can be a group of assessors)	If a candidate is “not yet competent”: Review appeals of candidates (those that decide to submit) and decide whether to grant re-assessment.	See the Guidelines Section of <i>ASCEND SOP</i> for information about the appeal process.

### 3. ASCEND certification and registration

#### 3.1 Issuance of ASCEND Certificates

3.1.1	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Issue ASCEND Certificates to qualified and competent candidates that passed all the required assessments.	See the Guidelines Section of <i>ASCEND SOP</i> for information about the details and validity period of certificates.
3.1.2	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Explain the guidelines and limitations on the use of the ASCEND certificates.	See the Guidelines Section of <i>ASCEND SOP</i> for information about what certificate holders can and cannot do when using the certificate.

#### 3.2 Registration in ASCEND database

3.2.1	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Input details of ASCEND certificate holders as a member in the ASCEND registry	See the Guidelines Section of <i>ASCEND SOP</i> for more information.
3.2.2	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Explain membership obligations to ASCEND certificate holders.	See the Guidelines Section of <i>ASCEND SOP</i> for more information.

### 4. Post-certification process/requirements

#### 4.1 Tracking of issued certificates

4.1.1	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Track the number and validity of issued certificates, including adherence of certificate holders to ASCEND Competency Standards, professional ethics, ASEAN values, and humanitarian codes of conduct.	See the Guidelines Section of <i>ASCEND SOP</i> for more information about the tracking process.
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#### 4.2 Post-certification concerns

4.2.1	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	Suspend or revoke ASCEND certificates whenever appropriate.	See the Guidelines Section of <i>ASCEND SOP</i> for more information about how to respond to non-adhering ASCEND certificate holders.
4.2.2	ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions	ASCEND certificate holders who maintain "good standing" (certificates are not suspended or revoked) can apply for re-certification.	See the Guidelines Section of <i>ASCEND SOP</i> for more information about the process for requesting an extension.

**5.3**

## ***Guidelines for Implementing the ASCEND Certification***

### ***1. Application for certification and admission***

#### ***1.1 Submission of certification requirements***

**1.1.1 If eligible, submit application forms, supporting documents, and application letter to ASCEND Secretariat or Authorised and Licensed National Certification Institutions (licensed given by NPCA or its equivalent).**

**1.1.1.a** Applicants or prospective candidates should check their eligibility before applying for certification. ASCEND Certification Schemes contain lists of requirements and expected prior education, training, work and volunteer experience. Applicants or prospective candidates are expected to prepare themselves before the application process by attending relevant training and studying the Learner Guides provided to them when accepted for ASCEND certification.

**1.1.1.b** Applicants or prospective candidates need to complete and submit application forms by completing an online form or sending it via email to the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions.

Remarks: See Appendix for a sample Certification Application Form to be shared as an online form or Microsoft Word file.

**1.1.1.c** Supporting documents are proof of the candidate's qualifications. It includes digital copies of records confirming the applicant or prospective candidate's formal education, professional training, work experience, and volunteer activities.

**1.1.1.d** Applicants or prospective candidates also need to submit an Application Letter (max of 500-words) explaining: (i) why they are seeking ASCEND Certification, (ii) what do they intend to do after certification, (iii) and how do they plan to assist in building a more resilient ASEAN region.

#### ***1.1.2 Verify the completeness and validity of their application for ASCEND certification.***

**1.1.2.a** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions (can be assisted by Assessors or Certification Committees) will check the background of applicants or prospective candidates. The Certification Schemes contain information about the eligibility criteria for each disaster management occupation included in ASCEND. They will verify whether the evidence matches the

requirements stated in the Certification Scheme of their chosen disaster management profession and occupation.

**1.1.2.b** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions should also ensure that application documents and requirements of prospective candidates are complete and authentic.

***Remarks:** There may be high potential applicants or prospective candidates with backgrounds that do not fully conform to the competency unit's requirements. Or there may be a lack of evidence to prove their qualifications. It is in the discretion of ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions to accept them or not.*

## **1.2 Admission of qualified candidates**

### **1.2.1.a Accept applications of selected candidates for ASCEND certification and inform them of the decision.**

**1.2.1.a.i** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions (can be assisted by Assessors or Certification Committees) decides which prospective candidates to accept. Setting up Certification Committees can create a structure that facilitates internal reviews and decision-making. Decisions on which and how many candidates to accept in each cohort will account for the availability of assessors, financial and material resources required, and need for a specific profession-occupations.

**1.2.1.a.ii** ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions records the application details of accepted candidates and endorse regional assessors to guide them through the certification process.

***Remarks:** The certification fees and costs will be discussed at a later stage (part of the sustainability strategy document). It will likely include a one-time certification fee of the same amount across the region to cover the assessment cost. Certification fees do not include transportation, accommodation, and other living costs (e.g., food and drinks) of candidates completing certification activities.*

### **1.2.1.b Notify unsuccessful applicants, provide recommendations on what applicants need to complete or reasons why they are not selected and thank them for their interest.**

**1.2.1.b.i** If applicants or prospective candidates were short-listed but not included in the final selection, the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions decides whether to waitlist them for the next round of certifications for their chosen profession and occupation.

**1.2.1.b.ii** If applicants or prospective candidates were not selected because they do not meet the qualifications required by ASCEND Competency Standards of their chosen profession and occupation, the

ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions can offer them the option of taking a different level of certification (e.g., coordinator-level instead of manager-level).

**1.2.1.b.iii** If applicants or prospective candidates are not considered eligible for ASCEND certification, the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions can advise them to re-apply when they can already satisfy the minimum requirements of ASCEND.

### **1.2.2 Conduct a briefing to explain the certification process, assessment methods, and learning approach to accepted candidates.**

The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions will schedule a one-session briefing for accepted candidates. The purpose of the briefing is to give a walk-through of the ASCEND certification steps, the ways to assess candidates, and the material they need to learn before assessment.

## ***2. Assessment of the competencies of the candidate***

### ***2.1 Prepare candidates for assessment***

#### **2.1.1 Provide Learner Guides to accepted candidates and conduct briefings to explain its relevance to the assessment.**

**2.1.1.a** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions assigns an assessor or pool of assessors to accepted candidates. The setup will depend on the availability and capacity of assessors. For instance, one assessor may handle several candidates. Or a pool of assessors may work together to assess one candidate.

**2.1.2.b** Assessors conducting this briefing can refer to the *Certification Schemes* for the set of Competency Standards included in the ASCEND profession and occupation chosen by candidates. Core competencies should be completed before technical competencies. Each competency unit has its own Toolbox documents.

**2.1.2.c** Digital copies of the *Learner Guides* may be made available on a dedicated web page for easy download or sent by authorised assessors to candidates through email.

**2.1.2.d** See *Assessor* and *Trainer Guides* for more information about competency-based assessment and teaching. These documents guide assessors authorised by ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions to interpret the scope and adapt the Competency Standards to fit their context.

#### **2.1.2 Study and prepare for assessment.**

**2.1.2.a** Assessments are based on the content of Learner Guides of the competency units under the accepted candidate's chosen ASCEND profession and occupation. Accepted candidates are expected to learn and understand the material in the Learner Guides.

**2.1.2.b** Candidates will have to demonstrate knowledge, skills, and attitudes that meet the standards and performance criteria defined in a unit of competency.

## **2.2 Assess the candidate's competency**

**2.2.1 Conduct candidate assessment and determine if they meet the ASCEND Competency Standards of their chosen profession and occupation. Record assessment results and provide feedback to the candidate. Submit report and recommendation to Certification Committee for verification.**

**2.2.1.a** See *Assessor Guides* for the competency-based assessment methods and tools. These methods and tools help ensure that the assessment processes remain relevant, valid, acceptable, flexible, and traceable. An assessor is someone who has extensive experience and demonstrated subject-matter knowledge and skills in the area of assessment. They will determine whether a disaster management professional is qualified and competent to perform in a particular occupation.

**2.2.1.b** The primary assessment tools are oral interviews, written tests, and an observation checklist (if the assessor thinks it is needed). Every candidate must complete and satisfy these requirements with no exception. Candidates need to answer or demonstrate that they have the experience, knowledge, skills, and attitudes to perform at the standard required.

**Remarks:** *Assessors need to ensure that candidates undergo an equitable assessment process, considering the diverse backgrounds and needs of candidates (e.g., cultural, linguistic). Assessors may collect evidence from alternative sources and observe other activities to prove that the candidate is competent if needed.*

**2.2.1.c** See *Assessor Guides* for a template of the competency recording sheet. Competency recording sheets summarise the assessor and candidate details, assessment dates, assessment decision, feedback of the assessor, and the completed assessment activities. Assessors need to submit one competency recording sheet for every competency unit assigned to the Certification Committee for verification.

## **2.2.2 Verify the completeness and validity of assessments**

**2.2.2.a** Certification Committees, which may be a group of assessors, check for errors and irregularities in assessment reports and recommendations.



**2.2.2.b** If errors and irregularities are discovered, the Certification Committees contact the assessor to clarify the matter and settle any concerns.

**2.2.2.c** If no errors and irregularities are discovered, the Certification Committees recommend the assessor reports, and the process continues.

### **2.2.3 Determining if the candidate is "competent" or "not yet competent."**

**2.2.3.a** If a candidate is "competent": Certification Committees endorse assessment reports and recommendations to ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions.

**2.2.3.b** If a candidate is "not yet competent": Certification Committees review appeals of candidates (those that decide to submit) and decide whether to grant re-assessment.

**2.2.3.b.i** Candidates requesting an appeal need to submit an Appeal Application Form.

**Remarks:** See Appendix for a sample Appeal Application Form to be shared as an online form or Microsoft Word file.

**2.2.3.b.ii** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions records and forwards the appeals to their Certification Committees for handling. People involved in handling appeals should be different from those involved in assessment results and recommendations that caused the appeals.

**2.2.3.b.iii** The Certification Committee will decide whether the appeals of candidates are valid or not.

**2.2.3.b.iv** If the appeal is valid, the committee will investigate the causes of appeals and recommend appropriate corrective and remedial actions to ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions. The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions will decide whether to grant the candidate a re-assessment and provide a different assessor. If the candidate fails to pass the re-assessment, the candidate can no longer proceed and needs to re-apply for certification.

**2.2.3.b.v** If the appeal is not valid, the committee provides the reasons that the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions will communicate to concerned candidates.

**Remarks:** When accepting, validating, and investigating appeals of candidates, the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions should take into account previous appeals and responses. They are responsible for ensuring that appeals are handled constructively, impartially, and timely.

### **3. ASCEND certification and registration**

#### **3.1 Issuance of ASCEND Certificates**

##### **3.1.1 Issue ASCEND Certificates to qualified and competent candidates that passed all the required assessments.**

**3.1.1.i** After confirming that all certification requirements stated in the Certification Schemes are completed and satisfied, the candidate will be awarded an ASCEND certification. All certificates will be issued by the Authorised/Licensed National Certification Institutions, using the existing national certificate template with an official national seal (possibly with an ASEAN seal).

**3.1.1.ii** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions create a record of the certification details and final results of the assessment of qualified and competent candidates in a secure file (e.g., spreadsheet) or database. Other information that may be useful to collect include:

- Full name of the candidate and contact details
- ASCEND profession and occupation they are certified in
- Units of Competency Standards and dates they completed them
- Date of issue of the certificate and its validity period
- Unique certificate ID (or number)

**Remarks:** *The validity period of ASCEND certification is three (3) years unless otherwise stated.*

##### **3.1.2 Explain the guidelines and limitations on the use of the ASCEND certificates.**

**3.1.2.i** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions should inform certificate holders about what they can and cannot do with the certificate (including official markers and seals).

- Certificate holders can use the ASCEND certification to promote themselves professionally and provide evidence of their qualifications in the disaster management occupation that they are certified. Certificate holders cannot use the ASCEND certification to present themselves on matters outside the scope of the certification/s issued to them.
- Certificate holders can only use the official markers and seals of issuing organisations and offices only in the context of the ASCEND Certification. Certificate holders cannot use them to falsely represent or make official statements on behalf of these organisations and offices.
- Certificate holders can use the ASCEND certification only in the period of its validity. After which, they would have to apply for re-certification.

### **3.2 Registration in ASCEND database**

#### **3.2.1 Input details of ASCEND certificate holders as a member in the ASCEND registry.**

**3.2.1.a** An ASCEND certificate holder will be registered in a registry accessible to participating ASEAN Member States NDMA. The ASCEND Secretariat / AMS NDMA will approve access to the registry to Authorised/Licensed National Certification Institutions for cross-checking and report generation purposes only.

**3.2.1.b** The registration data of certificate holders are the same as those reflected on the personal details of their application forms in **1.1.1.b** and those included in listed in **3.1.1.b**.

#### **3.2.2 Explain membership obligations to ASCEND certificate holders.**

**3.2.2.a** Certificate holders have to act according to regionally recognised humanitarian and disaster management professional ethics and codes of conduct, including ASEAN Values.

**3.2.2.b** Certificate holders also have to abide by the rules, regulations, and requirements of the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions.

## **4. Post-certification process/requirements**

### **4.1 Tracking of issued certificates**

#### **4.1.1 Track the number and validity of issued certificates, including adherence of certificate holders to ASCEND Competency Standards, professional ethics, ASEAN values, and humanitarian codes of conduct.**

**4.1.1.a** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions are responsible for tracking the number and validity period of ASCEND certificates. They may also place a complaint mechanism (e.g., providing an email address or contact number) to receive reports of certificate holders not adhering to the ASCEND Competency Standards, professional ethics, ASEAN values, and humanitarian codes of conduct. Certificate holders can continuously update their profile database, including those needed to fulfil the requirements for certification validity extension.

**4.1.1.b** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions will use this information to evaluate the progress and outcomes of the ASCEND certification.

### **4.2 Post-certification concerns**

#### **4.2.1 Suspension or revocation of ASCEND certificates.**

**4.2.1.a** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions can suspend the ASCEND certification of non-

adhering certificate holders. An agreement will be made with suspended certificate holders on how to resolve the issues causing their suspension. During that time and until the certification is re-instated, suspended certificate holders are not allowed to use ASCEND certification for any purpose.

**4.2.1.b** The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions reserve the right to revoke the certification of non-adhering certificate holders if certificate holders with suspended ASCEND certificates do not agree with the terms of the resolution or if they do not resolve the issue as agreed.

## **4.2.2 Re-certification for ASCEND certificate holders.**

**4.2.2.a** Candidates seeking re-certification (extension) of the same ASCEND profession and occupation need to submit a new Certification Application Form and select the “re-certification” option instead of the “new application”. The ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions should verify whether the candidate holder is in “good standing”, someone who:

- Uses their standing as an ASCEND-certified disaster management professional constructively without damage to ASEAN and its Member States
- Acts in accordance with regionally recognised humanitarian and disaster management professional ethics and codes of conduct, including ASEAN Values
- Abides by the rules, regulations, and requirements set by ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions

**4.2.2.b** If certificate holders applying for re-certification are in “good standing”: the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions can accept their application and provide the requirements at their discretion. Some options are listed below:

- Candidates for re-certification may not need to undergo ASCEND assessment if they can provide evidence that they have been actively involved in activities relevant to their certified occupation (e.g., deployments, refresher courses).
- If candidates for re-certification cannot provide evidence that they have been actively involved in activities relevant to their certified occupation, they have to complete assessment activities required by the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions.

**4.2.2.c** If certificate holders applying for re-certification are not in “good standing”: the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions will decide whether to reject their application based on evidence or accept their application after weighing the risks but require them to complete the entire certification process again.



Guidelines for ASCEND Assessors:

# **Training and Recommended Curriculum**

This section consists of two (2) parts that align with and build on each other.

1. The first part provides the guidelines for training ASCEND assessors. It outlines what qualifies one to be an ASCEND assessor, the scope and limitations of their work, their role and responsibilities, the overview of the training programme, and the requirements for participants.
2. The second part presents the recommended ASCEND assessor training curriculum. It lists the main activities involved in planning, conducting, and validating ASCEND assessment and their sequence. It also details the elements, performance criteria, desired training outcomes, and references to Toolbox documents.

The guidelines and curriculum below are for regional-level ASCEND certification. Participating ASEAN Member States interested in using them for national-level ASCEND certification need to adapt it according to their country's laws, regulations, needs, and preferences.

## 6.1

# Guidelines for training ASCEND assessors

**Table 3:** Qualification and Requirements of ASCEND Assessors

## 1.1 Qualifications and requirements of ASCEND assessors

Subject	Description	References (ASCEND Toolbox)
<b>Who can be an ASCEND assessor?</b>	<p>An ASCEND assessor's general profile is someone with sufficient experience, knowledge, skills, and attitudes (KSAs) to properly determine whether a candidate (disaster management professional) seeking ASCEND certification is qualified and competent to perform in a particular occupation.</p> <ol style="list-style-type: none"> <li>1. ASCEND assessors need to have extensive professional and practical <b>experience</b> relevant to the subjects of assessment and competency units.</li> <li>2. Their <b>educational background and training</b> should be relevant to the assessment subjects and units of competency.</li> <li>3. They typically have a proven track record of successfully applying their <b>knowledge and skills</b> of their chosen occupation in a professional disaster management work setting.</li> <li>4. They must also have a reputable standing in the disaster management sector and demonstrate the <b>attitudes</b> appropriate for making decisions and acting responsibly according to ASCEND Competency</li> </ol>	<ul style="list-style-type: none"> <li>• SOP</li> <li>• Certification schemes</li> <li>• Assessor Guides</li> <li>• Assessor Training Modules</li> </ul>



- Standards, professional ethics, ASEAN values, and humanitarian codes of conduct.
5. They must complete an ASCEND Assessor Training from AHA Centre or any authorised institution.

**The scope and limitations of an ASCEND assessor**

The scope of activities of ASCEND assessors is outlined in the “ASCEND Certification Procedures: Workflow and Guidelines” of the ASCEND **SOP. The experience and KSAs of an ASCEND assessor need to match the ASCEND Competency Standards they will assess and should be equal to or higher than the expected levels and requirements of the certification level (officer, coordinator, or manager) assigned to them.**

- SOP
- Certification Schemes
- ASCEND Assessor Training Modules

Please see the **Certification Schemes** for the certification level, the expected formal education and work experience, the general description of the profession, the ASCEND Competency Standards included, and the basic requirements and rights of candidates for each ASCEND occupation.

Suppose an ASCEND assessor is assessing a candidate for Rapid Assessment Coordinator certification. They must, at a minimum, meet the qualifications in the subjects of assessment, including a professional standing and history of work performance that satisfies the ASCEND Assessor Modules ASCEND Competency Standards in scope (see example below from **Certification Scheme** ADM.CSC.001.1):

- Be physically and mentally healthy
- Be able to read, write, and speak fluently in English and at least one national language of any ASEAN Member State
- Formal education: Hold at least a Bachelor's Degree issued by a higher education institution (e.g., University, Technical Institutes) recognised by the national government where it operates. Formal education must be equivalent to the “Knowledge and Skills” descriptors of the ASEAN Qualification Reference Framework (AQRF) Level 6.
- Work experience: Be a mid-career professional with intermediate knowledge and skills and a minimum of 3 years of relevant work experience in humanitarian or disaster management rapid assessment-related job functions similar to the “Application and Responsibility” descriptors of the AQRF Level 6.

**The role of an ASCEND assessor**

The role of an ASCEND assessor is to:

- Interpret and adapt the scope of the ASCEND Competency Standards and assessment activities to fit the context of where the certification and assessment are taking place
- Ensure that candidates read the Learner Guides, the basis of assessments, and understand the assessment methods (see activity 2.1.1 of **SOP**)

- SOP
- Certification schemes
- Assessor Guides
- ASCEND Assessor Training Modules

- Plan the assessment activities and process, including determining the approach, methods, and instruments for assessment according to the candidate profile and working context (see **Certification Schemes** and **Assessor Guides and Assessor Training Modules**).
- Conduct assessment, determine whether a candidate is competent or not competent in the units of competency of their chosen ASCEND profession and occupation, and record results (see **Assessor Guides and Assessor Training Modules** for tools)
- Record and submit assessment results, report recommendations (see **Certification Schemes** for Master Checklist), and support Certification Committees in verifying and endorsing the findings (see activities 2.2.1 to 2.2.3.b of **SOP**)
- Support the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions in their ASCEND certification and registration process for the competent candidates (see activities 3.1.1 to 3.2.2 of the **SOP**)
- Support the ASCEND Secretariat and/or Authorised/Licensed National Certification Institutions in tracking issued certificates and handling post-certification concerns like suspension and revocation of certificates – if needed (see activities 4.1.1 to 4.2.2 of the **SOP**)

#### The responsibilities of an ASCEND assessor

The primary responsibility of an ASCEND assessor is to validate and evaluate whether a candidate (disaster management professional) seeking ASCEND certification is qualified and competent to perform in a particular occupation. The expectation is that they use competency-based assessment (CBA) methods and tools to help ensure that the ASCEND certification process is relevant, valid, acceptable, flexible, and traceable. CBA helps assessors in:

- Certification schemes
- Assessor Guides

- Ensuring that every candidate must complete and satisfy the assessment requirements with no exception (see **Assessor Guides and Assessor Training Modules** for tools)
- Guaranteeing that candidates undergo an equitable assessment process, considering candidates' diverse backgrounds and needs (e.g., cultural, linguistic).
- Accurately and diligently recording assessment results and recommendations.
- Participate in assessment validation (Assessor Training Modules)

Each ASCEND occupation has a particular set of core and technical competencies units to assess (see **Certification Schemes** for more information). Implementing CBA allows ASCEND assessors to determine if the candidate's experience and KSAs meet the standards and performance criteria defined in the competency units under assessment (see **Assessor Guides and Assessor Training Modules** for further details).

*Table 4: Overview of the Training Programme***1.2 Overview of the training programme**

<b>Subject</b>	<b>Description</b>	<b>References</b> (ASCEND Toolbox)
<b>Purpose of the assessor's training</b>	The ASCEND Assessor Training Programme aims to prepare assessors-in-training in planning, conducting, and validating competency-based assessments of candidates seeking ASCEND certification.	<ul style="list-style-type: none"> <li>• SOP</li> <li>• Certification schemes</li> <li>• Assessor Guides</li> <li>• Assessor Training Modules</li> </ul>
<b>Instructional goals in training assessors</b>	<p>At the end of the ASCEND Assessor Training Programme, participants should be able to:</p> <ol style="list-style-type: none"> <li><b>1. Plan assessment activities and processes</b> <ol style="list-style-type: none"> <li>1.1. Determine assessment approach.</li> <li>1.2. Prepare the assessment plan.</li> <li>1.3. Identify modification and contextualisation requirements.</li> <li>1.4. Develop the assessment instruments.</li> </ol> </li> <li><b>2. Assess Competence</b> <ol style="list-style-type: none"> <li>2.1. Prepare for the assessment</li> <li>2.2. Gather quality evidence</li> <li>2.3. Support the candidate</li> <li>2.4. Make the assessment decision</li> <li>2.5. Record and report assessment decision</li> <li>2.6. Review the assessment process</li> </ol> </li> <li><b>3. Validate assessment</b> <ol style="list-style-type: none"> <li>3.1. Prepare for validation</li> <li>3.2. Participate in the validation of assessment tools</li> <li>3.3. Contribute to validation outcomes</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Certification schemes</li> <li>• Assessor Guides</li> <li>• Assessor Training Modules</li> <li>• Learner Guides</li> <li>• Trainer Guides</li> </ul>
<b>Requirements for assessor training participants</b>	<p>In general, assessors-in-training should at least satisfy, if not exceed, all the requirements and qualifications of the ASCEND Competency Standards under the profession and occupation they will be assigned to assess.</p> <p>The <b>Certification Schemes</b> developed for each ASCEND competency standard outline the <b>experience, knowledge, skills, and attitudes</b> that candidates (which equally applies to assessors-in-training) must demonstrate and be proficient in to get an ASCEND certification. It ensures that only capable assessors that meet and exemplify the ASCEND Competency Standards will suitably assess candidates seeking certification.</p>	<ul style="list-style-type: none"> <li>• SOP</li> <li>• Certification schemes</li> <li>• Assessor Guides</li> <li>• Assessor Training Modules</li> </ul>

Assessors-in-training should also:

1. Understand the national policies, assessment systems, institutional arrangements, and the role of competent bodies and providers of assessment services (authorised/licensed certification institutions or offices) in the assessment setting.
2. Have strong observational, evaluation, research, analytical, organisational, project management, communication, and interpersonal skills.
3. Be willing and able to work with other assessors or in Certification Committees (pool of assessors) in multicultural work settings.
4. Embody professional integrity and personal responsibility.

## 6.2

## ***Assessor training curriculum: Planning, conducting, and validating assessment***

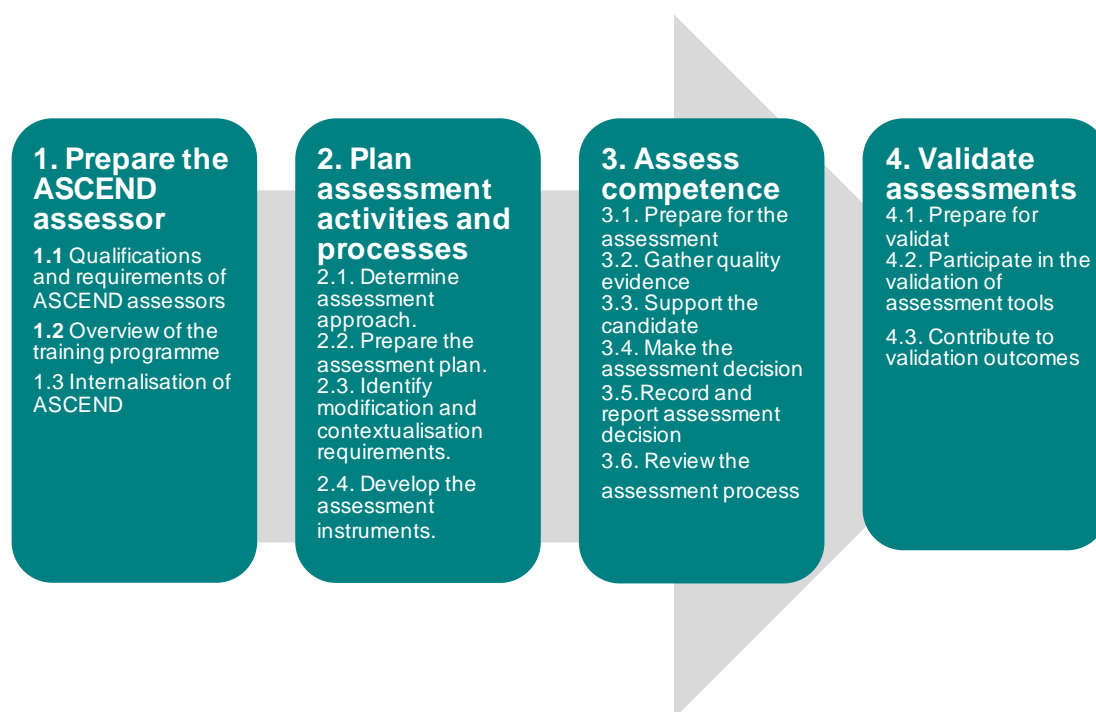
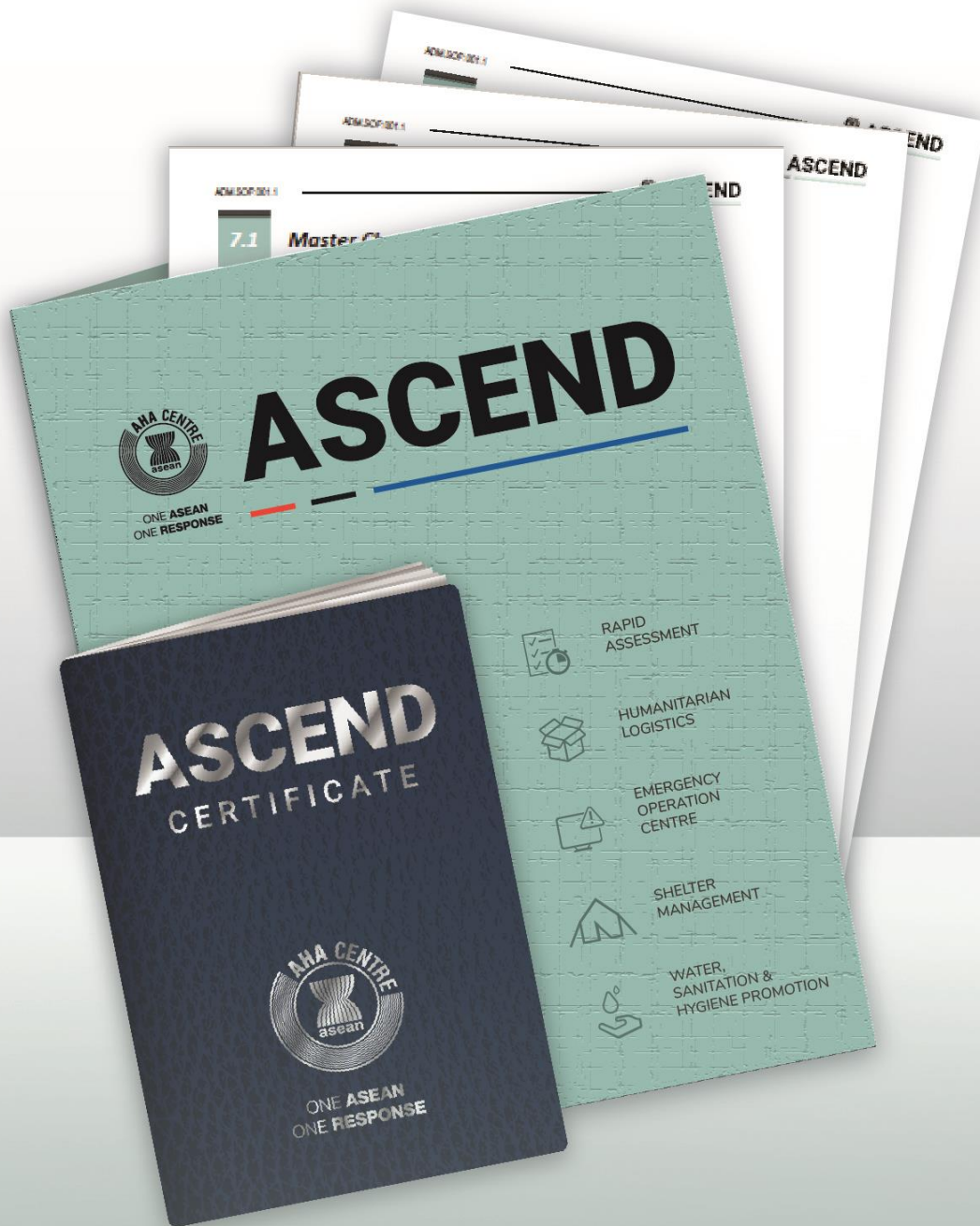


Table 5 provides an overall component of ASCEND competency-based assessment. The details of these components are available in separate ASCEND Assessor Training Modules.

**Table 5:** *Components of the ASCEND Competency-based Assessment*

Component	Description
<b>Plan assessment activities and processes</b> ADM.ASR.001.01	This Module ASCEND Assessor COR.001 adopts the Australian Government's <b>TAEASS401</b> Plan assessment activities and processes
<b>Assess competence</b> ADM.ASR.002.01	This Module ASCEND Assessor COR.002 adopts the Australian Government's <b>TAEASS402</b> and <b>TAEASS402B</b> Assess Competence
<b>Participate in assessment validation</b> ADM.ASR.003.01	This Module ASCEND Assessor COR.003 adopts the Australian Government's <b>TAEASS403</b> Participate in assessment validation
<b>ASCEND Assessor Guide</b>	ASCEND Assessor Guide for ASCEND Core and Technical Competencies: ADM.COR.001.1-4 and ADM.TEC.001-039
<b>ASCEND Learners Guide</b>	ASCEND Learners' Guide for ASCEND Core and Technical Competencies: ADM.COR.001.1-4 and ADM.TEC.001-039
<b>ASCEND Certification Schemes</b>	ASCEND Certification 1-15



## Appendix: Templates



## 7.1

# Master Checklist

(Recommended contents)

The master checklist assists ASCEND assessors and the ASCEND Secretariat or Authorised/ Licensed Certification Institutions in reviewing, validating, and confirming whether candidates completed and met all certification requirements and assessments. It is a tool for organising and presenting evidence and recommendations that prove that the candidate is qualified and competent before deciding whether to award or not to award the ASCEND certification.

**Table 6:** Master checklist template for ASCEND assessors

<b>Candidate's name</b>				
<b>Assessor's name</b>				
<b>Profession and occupation title</b>				
<b>ASCEND certification level</b>				
<b>Start date of assessment</b>		<b>End date of assessment</b>		
<b>Results of assessments:</b> Complete/Competent (C) or Not Yet Complete/Not Yet Competent (NYC)	<b>Qualified?</b>	<b>Competent?</b>		
	<b>Basic requirements</b>	<b>Oral questions</b>	<b>Written test</b>	<b>Observation checklist</b>
<b>Core competencies</b>				
<b>Technical competencies</b>				
<b>Decision on the assessments</b>				
<b>Award the ASCEND Certification to the candidate? (check one box only)</b>		<b>Yes</b>		<b>No</b>
<b>General comments of ASCEND assessor validating the assessment findings and results</b>				

<p><b>Feedback on the reports and recommendations of ASCEND assessors</b></p> <p><i>The ASCEND Secretariat or Authorised or Licensed Certification Institutions do not agree with assessors, they may request the assessors to conduct additional assessment activities or present more proof to support their decision and feedback. It may be in the form of panel interviews, independent research, or other tests deemed fit.</i></p>			
<b>Assessor's name</b>			
<b>Organisation or office</b>			
<b>Date of review</b>		<b>Signature</b>	

## 7.2

# ***Certification Application Form***

(Recommended contents)

### **1.a Supporting Documents (Upload files)**

Application letter

CV/Resume

Copy of National Passport

Educational diplomas

Training certificates

Other supporting documents (optional)

### **1.b Personal Details**

Title	First Name	Last Name
Gender	Date of birth	Country of birth
Phone number	Email address	Country of residence
Nationality at birth	Current nationality	Other nationality

### **1.c Languages**

Languages	Levels
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### **1.d Profession and Occupation Information**

**Title of Bachelor's Degree and issuing higher education institution?**

**Number of years working in the humanitarian or disaster management sector?**

#### **ASEAN experience**

Are you a former ASEAN employee?

End date of Last ASEAN Contract

#### **Experience with ASEAN**

Do you have any experience with ASEAN? Yes or No? If yes, specify:

### **1.e Application**

Type

New application? Re-application? Re-certification (existing certificate holders)?

### **ASCEND Profession**

Rapid assessment? Humanitarian Logistics? Information Management? WASH? Shelter Management?

### **ASCEND Occupation**

Officer (Levels 1-3)? Promoter (Levels 1-3)? Engineer (Levels 1-3)? Coordinator (Levels 4-6)? Manager (Levels 7-8)?

### **Declaration**

***1. Are you physically and mentally healthy?***

Yes or No? If No, specify:

***2. Are you able to read, write, and speak fluently in English and at least one national language of any ASEAN Member State?***

Yes or No? If yes, specify:

***3. Do you hold a Bachelor's Degree issued by a higher education institution (e.g., University, Technical Institutes) recognised by the national government of where it operates?***

Yes or No? If yes, specify:

***4. Do you meet the expected level of work experience required by the ASCEND certification for the profession and occupation you've chosen***

Yes or No? If yes, specify:

***5. Have you ever***

*(i) been criminally convicted or subject to any criminal or administrative penalty by any competent authority;*

*or*

*(ii) been dismissed or subject to any disciplinary measure or sanction by your employer or had your mission or service ended or curtailed for fraud, harassment, sexual harassment, sexual exploitation or sexual abuse?*

Yes or No? If yes, specify:

## 7.3

# ***Appeals Application Form***

(Recommended contents)

### 1.a Candidate Details

Title	First Name	Last Name
Phone number	Email address	Country of residence

### 1.b ASCEND Certification with Issues

#### **ASCEND Profession**

Rapid assessment? Humanitarian Logistics? Information Management?  
WASH? Shelter Management?

#### **ASCEND Occupation**

Officer (Levels 1-3)? Promoter (Levels 1-3)? Engineer (Levels 1-3)?  
Coordinator (Levels 4-6)? Manager (Levels 7-8)?

### 1.c. Information About the Appeal

**Competency unit/s title and codes with concerns?**

**Assessor's name?**

**Date of assessment?**

**Location of assessment?**

**Types of assessment** (Oral interview, written test, observation checklists)?

**Reasons for applying for an appeal. Please specify:**



# ASCEND

ASEAN Standards and Certification for Experts in Disaster Management

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