

Lexcel Remote Assessment Webinar

FAQ's, Tips and Guidance

FAQs

- Q. If I bring my assessment forward to be a remote assessment to July from September, when will I have my assessment the following year?
- A. If the assessment is brought forward this year, it will revert to the previous assessment renewal date in subsequent years.
- Q. You said that you would not interview furloughed staff as part of the assessment process. Would you still review their files and HR records etc?
- A. There is an option for records to be reviewed for furloughed staff, as they could still form part of the assessment, particularly because files may be temporarily transferred to other staff. During furlough it is best practice to maintain regular contact with furloughed staff who can still undertake training and development during this time.
- Q. Is it possible for telephone interviews to be undertaken during the assessment, rather than through video technology?
- A. Our experience is staff where possible prefer a virtual face to face review, and this is useful for sharing documentation potentially, however it is possible for interviews to be conducted by telephone. This should not be a barrier to a successful remote assessment.
- Q. If I have an extension until July 2020, can I extend further if my office is still not open?
- A. Individual extensions are being viewed on a case by case basis, and also government guidance at the time. It could be the assessment can be split, or a safe environment can be created for the assessor to visit your premises. Wherever possible assessments should take place.

Tips for remote assessment

- 🔗 Allocate more time to planning in advance of the review where possible;
- 🔗 Discuss your options with your assessor, it is likely a pragmatic solution can be reached;
- 🔗 When utilising digital technology, test communications in advance and ensure it is working;
- 🔗 Where staff are working remotely, ensure that they have loaded the latest versions, including patch fixes for any digital platform that is used;
- 🔗 Put staff at ease prior to any interview and explain what is expected;
- 🔗 Control all access to systems and technology, inviting the assessor to join and ensure wherever possible communication is password protected and encrypted.

Useful Guidance

Law Society Coronavirus Support Documentation

<https://www.lawsociety.org.uk/support-services/coronavirus/>

Information Commissioner's Office Data Protection and Coronavirus Hub

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/>

Centre for Assessment Coronavirus adapted assessment information

<https://www.centreforassessment.co.uk/about-us/coronavirus/>

Law Society practical framework for Practitioners wishing to return to the office

<https://beta.lawsociety.org.uk/topics/coronavirus/practical-framework-for-law-firms-and-sole-practitioners-on-return-to-the-office>