



## IMPORTANT INFORMATION FOR CAMS OFFICIALS – Event Assessment Information

Dear CAMS Official,

An Event Assessment is a required part of the officials licence upgrade process, along with training via the theory training module. If you have any queries on the following information, you can contact your State Office on 1300 883 959 to discuss further.

### **BOOKING AN EVENT ASSESSMENT:**

All Event Assessments must be booked via the CAMS State Office, unless prior approval by CAMS has been obtained. There are Assessment Booking forms available on the CAMS Website via this link:

<http://www.cams.com.au/get-involved/officials/officials-forms/assessment-bookings>

Your local State Office will assist you with locating an assessor and appropriate event(s)

This process helps ensure that all the administrative elements are met and that the official(s) who conducts your assessment has the required qualifications to do so. This all means your licence upgrade can be processed faster.

### **PLANNING THE ASSESSMENT:**

Each assessment should be planned prior to getting to the event. You should be contacted by your event assessor(s) before the event to discuss the assessment and what to expect.

### **EVENT ASSESSMENT FORMS:**

You are required to bring with you, a relevant Event Assessment form to the event(s) you are being assessed at. They are available for you to download here:

<http://www.cams.com.au/get-involved/officials/officials-forms/event-assessment>

### **TEAM ASSESSING:**

The preferred method of assessment is Team Assessing. This is where more than one person forms the Event Assessment team. It encourages a more transparent and robust assessment process by engaging a third person. Team assessing also allows CAMS to utilise the assessment expertise of an official with an Event Assessor endorsement, teamed with the subject matter expertise of another official with the appropriate level licence and event experience. This means you may be allocated two officials to conduct your event assessment.

### **CONDUCTING THE ASSESSMENT:**

Your Event Assessor(s) will evaluate your competence in the role that is directly relevant to the grade you wish to attain and discipline you work in. This will be based on the competencies listed on the Event Assessment form. Your assessment may be conducted over a number of motor sport events. At the completion of the assessment, make sure that the Event Assessment Form is signed by both yourself and the assessor(s).

### **AFTER THE EVENT:**

You will then need to submit your completed Event Assessment Form to the CAMS National Office for processing (CAMS Customer Services, PO Box 147, Caulfield East, Victoria, 3145). You may like to keep a copy of the form for your own records. You can also fill in a record of the Event Assessment in your CAMS Officials' Licence Passbook (inside back cover).

### **FURTHER INFORMATION:**

If you would like further information on Event Assessments, please contact CAMS on 1300 883 959 or [info@cams.com.au](mailto:info@cams.com.au)

**CONFEDERATION OF AUSTRALIAN MOTOR SPORT**

### Complete Theory Module

- Complete the relevant theory module for the licence category and grade required. This is the preferred method unless prior approval has been given by CAMS

### Book Event Assessment

- Download Event Assessment Booking Form and submit to CAMS State Office

### Plan Event Assessment

- Before the event, discuss your assessment with your Event Assessor(s) and plan the process
- Ask questions and know what to expect

### Conduct Event Assessment

- At the event, perform the role at the required level and complete all relevant paperwork
- REMEMBER the Assessment may be conducted over more than one event

### Determine outcome

- Ensure Event Assessment form is signed by both Event Assessor and Assessee
- If "Not Yet Competent", discuss with Event Assessor, plus options for further training and mentoring

### Submit paperwork to CAMS

- Submit the completed Event Assessment paperwork to CAMS National Office for processing