

**Final assessment at the end of curacy**

* Training Incumbent and the Head of Development Mission& Ministry conduct a final assessment six months before the end of curacy. Evidence will include reports from the Training Incumbent, the wardens and other suitable lay people, and from those responsible for IME Phase Two.
* Assessment is made whether or not these demonstrate that the curate has met the agreed national standard for an incumbent or assistant minister.
* The Bishop is informed of the outcome of the assessments
* The Bishop writes to the Curate informing him or her whether they have met the agreed standards for assistant minister or incumbent
* Before making an appointment to either assistant or incumbent post, the Bishop should have regard to the outcome of the assessment
* If, exceptionally, the Bishop is minded not to act in line with the outcome of the assessment a full note should be made of the reasons for the decision and any subsequent actions e.g. provision of additional training
* If the candidate is not satisfied with the process of the assessment, there is right to appeal. The Bishop should set up a review process to see if there is a prima facia case for a further assessment to be carried out. Both the review process and a further assessment should be carried out by competent people who have not been involved in the case up to this point. The outcome of the further assessment is final.
* After the assessment the Bishop should write to the curate concerned, to indicate that the curate has / has not completed the curacy satisfactorily in the light of the standards required by the Church of England and to confirm that the curate is / is not ready to seek a post with permanent common tenure