**Application to Externally Quality Assure/ Externally Verify Additional Qualifications**

Completed forms to be returned to:[**Associate.EQA@cityandguilds.com**](mailto:Associate.EQA@cityandguilds.com)

Please note: - Before completing and submitting this form EQA/EVs are advised to:

* Carefully check the assessment guidance for each of the qualifications you are applying to add to make sure that you can meet the specific qualification and/ or assessment requirements. You will find this in the Qualification handbook. This is the criteria that will be used to determine whether you are able to externally quality assure/ externally verify the qualification.
* Fill in this form with as much information as possible about your experience, knowledge and qualifications - but only details that are relevant to the qualifications you are applying for.

*For further information on how to complete the form please refer to the guidance notes at the bottom of the form.*

**Section 1. To be completed by the External Quality Assurer (EQA)/ External Verifier (EV)**

|  |  |
| --- | --- |
| **Full Name:** | **Date:** |
| **Walled Garden ID:** | **Region:** |
| **Telephone Number:** | **Email:** |

* 1. **Current Qualifications**

List the qualifications you currently quality assure/ externally verify which are relevant to the qualification/s you are applying for:

|  |  |  |
| --- | --- | --- |
| **Qualification no.** | **Qualification title/Level(s)** | |
| ***Example:***  ***3654-03*** | | ***Example:***  ***Level 3 NVQ certificate in Occupational Health & Safety*** |
|  | |  |
|  | |  |
|  | |  |

* 1. **Additional Qualifications**

List the additional qualifications you would like to be approved to externally quality assure/ externally verify:

|  |  |  |
| --- | --- | --- |
| **Qualification no.** | **Current Qualification title/Levels** | **Full details of occupational competence against relevant assessment criteria.** |
| **Example:**  **6302-03** | **Example:**  **Level 3 Preparing to teach in the lifelong Learning sector** | **Example:**  **I have delivered these qualifications in my lecturer role at North Herts College** |
|  |  |  |
|  |  |  |
|  |  |  |

**1.3 Additional Qualification Detail**

Provide details of your involvement in the qualifications you have included in the box above:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification No & title** | **Dates when you worked with the qualification (from when to when?)** | **The roles you carried out on the qualification e.g. Tutor, Assessor, IQA** | **Estimated numbers of candidates you have worked with in each role.** |
| **Example:**  **6302-03** | **2000-2010**  **2010-2015** | **Assessor**  **IQA** | **100+**  **250+** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**---------------------------------------------------------------------------------------------------------**

**Section 2. To be completed by the Associate Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Date** |  |

|  |  |
| --- | --- |
| I confirm there is a need to add the qualification stated : | Yes  No |
| |  | | --- | | **Please list any comments / specific requirements to justify request**  **(Include details of High priority/ high risk qualification, already an EQA/ EV in a centre for other qualifications)** | |  | | |

**---------------------------------------------------------------------------------------------------------**

**Section 3. To be completed by the Standardisation External Quality Assurer (SEQA) or Technical External Quality Assurer (TEQA)**

Please provide notes supporting your decision, your feedback will be provided to the EQA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Date** |  |

**3.1 Qualification(s) Approved**

I confirm that this EQA/EV has sufficient occupational expertise, understanding and experience of the relevant standards and can meet the qualification and/ or assessment requirements tobe able to quality assure the qualifications and levels shown in section 1.

|  |  |  |
| --- | --- | --- |
| **Qualification no.** | **Current Qualification title/Level** | **SEQA/TEQA approval & reason** |
| ***Example:***  ***6302-03*** | ***Example:***  ***Level 3 Preparing to teach in the Lifelong Learning*** | ***Example:***  ***Yes approved – EQA meets the qualification and/ or assessment requirements and has 10 years’ experience of working with the qualification*** |
|  |  |  |
|  |  |  |
|  |  |  |

**3.2 Qualification(s) not approved**

Please provide reasons for any qualifications not approved:

|  |  |  |
| --- | --- | --- |
| **Qualification no.** | **Current Qualification title/Level** | **Please provide reasons for any qualifications not approved:** |
| ***Example:***  ***6302-03*** | ***Example:***  ***Level 3 Preparing to teach in the Lifelong Learning*** | ***Example:***  ***Not approved – The EQA does not meet the qualification and/ or assessment requirements.*** |
|  |  |  |
|  |  |  |
|  |  |  |

**3.3b Additional Qualification(s)**

Please list any additional qualification(s) in your portfolio that you are confident the EQA would be competent to quality assure:

|  |  |
| --- | --- |
| **Additional Qualification no.** | **Qualification title/Levels** |
| ***Example:***  ***6502-03*** | ***Example:***  ***Level 3 Award in Education and training*** |
|  |  |
|  |  |
|  |  |

**3.3a** Please indicate if the EQA/EV is required to attend any CPD training to help support future applications for this portfolio area:

|  |  |
| --- | --- |
| **Action** | **Purpose** |
|  |  |
|  |  |
|  |  |
|  |  |

**------------------------------------------------------------------------------------------------**

**Guidance notes**

**Notes on completing form**

This form should be completed in all cases where an External Quality Assurer/ External Verifier wishes to apply to extend the portfolio of qualifications they currently externally quality assure. The External Quality Assurer (EQA)/External Verifier (EV) is responsible for completing the form and **not** the territory office or regional office.

***A separate form must be completed for each portfolio area (please note that as an EQA you must be able to offer a minimum 30 days).***

**Guidance to External Quality Assurer**

Please complete ‘section 1’ of the application form outlining your current qualification(s) and occupational competence against the relevant assessment criteria. Information provided must show how you meet the assessment strategy/requirements of the qualification, additional evidence may be provided such as CV or other records of experience.

**Please ensure that you provide enough information for the Standardisation External Quality Assurer (SEQA) or Technical External Quality Assurer (TEQA) to make a valid decision. Forms not containing all the requested relevant information will not be processed.**

**Guidance to the SEQA/TEQA**

* Please complete section 3 of the application form, clearly indicating your recommendations and giving the reasons for your decision.

**If for any reason the External Quality Assurer/ External Verifier has not provided enough information for you to make a valid decision please contact them directly (using the contact details they have provided).**

* Please ensure that all decisions are made against the specific assessment strategy requirements for each additional qualification the External Quality Assurer/ External Verifier has applied to externally quality assure/externally verify.

Pease email your completed form to [**Associate.EQA@cityandguilds.com**](mailto:Associate.EQA@cityandguilds.com)