|  |  |  |
| --- | --- | --- |
| **RECOMMENDATION FOR THE APPOINTMENT OF AN**  **EXTERNAL ASSESSOR FOR APPRENTICESHIP END-POINT ASSESSMENT**  *Please note this form should be completed by the nominating Department and not by the proposed External Assessor. Once signed by the Deputy Dean (Academic Affairs), the form should be sent to Quality Assurance (via* [*external@brunel.ac.uk*](mailto:external@brunel.ac.uk)*)* which will then seek approval of the Registrar.  *A reasoned case is required in support of all nominations. The nomination should be made with reference to the University’s End-Point Assessment for Apprenticeships Policy.* | | |
| **Department submitting nomination:** |  | |
| **Contact, in case of query:** |  | |
| **Nomination approved by Deputy Dean (Academic Affairs** | Name: |  |
| Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| **Apprenticeship Standard** |  |
| **Level** |  |

**Proposed External Assessor**

|  |  |
| --- | --- |
| **Name, including title** |  |
| **Current employer** |  |
| **Job title** |  |

|  |  |
| --- | --- |
| **Term of appointment** | From (month/year):  To (month/year): |

|  |  |  |
| --- | --- | --- |
| **Detail the qualifications and experience that demonstrate the proposed external assessor has appropriate and up-to-date occupational and assessment skills that will make them credible across the industry as a person fit to quality assure EPA so that their judgements are respected by employers.**  **In support of this section, please submit the proposed external assessor's CV or equivalent information.** | | |
|  | | |
| Outline what training, support and/or continuing professional development will be offered to the External Assessor in preparation for quality assuring the EPA for this apprenticeship Standard? | | |
| Initial training will be provided by Brunel in the form of:   1. Training on apprenticeship governance and the role of EPA in an apprenticeship, provided by the University’s Apprenticeship Hub 2. Training on the apprenticeship programme and the EPA element, provided by the Programme Lead 3. Training on the quality assurance process for EPA, including annual reporting, provided by the University’s Quality Assurance Team   As per Section 17 of the [University’s End-Point Assessment for Apprenticeship Programmes Policy](https://students.brunel.ac.uk/documents/Policies/End-point-assessment-for-apprenticeship-programmes-policy.pdf):   * All Apprenticeship programme teams must on an ongoing basis, promote to, and where possible facilitate for, their External Assessor to engage in CPD in relation to the associated academic discipline, industry or role/roles identified within the Apprenticeship Standard * The Apprenticeship Hub must promote to, and where possible facilitate for, all External Assessors to engage in CPD in relation to the Apprenticeships and EPA processes generally. * The Apprenticeship Hub will be responsible for monitoring the CPD activity of each of the University’s Independent Assessors and External Assessors through a bi-annual request for information using the Independent Assessor CPD Log Form. | | |
| **Does the proposed external assessor have any conflicts of interests that means they would not be independent from apprentices, employers, assessors and training providers?** | Yes | No |
| **If yes, please describe what actions you have and/or will take to prevent these from being an issue.**  **If no, please provide any comments that might be relevant** | | | |
|  | | | |

|  |
| --- |
| **Right to Work in UK** |
| To the best of my knowledge, the nominee is either a UK national or holds permission to work in UK without restriction:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee has a temporary right to work in the UK which covers the whole of the period for which they are being appointed:   |  |  | | --- | --- | | YES | NO |   OR  To the best of my knowledge, the nominee does not have a specific right to work in UK or has a temporary right to work which last 6 months or less:     |  |  | | --- | --- | | YES | NO |   ***Note 1:*** *the Right to Work in UK is covered by strict Home Office regulations. Please refer to the document “External Examiners: Process for checking Right to Work in the UK” for more information, or see Home Office guidance at* [*www.gov.uk/check-job-applicant-right-to-work*](http://www.gov.uk/check-job-applicant-right-to-work) *. If you have any queries, please contact* [*external@brunel.ac.uk*](mailto:external@brunel.ac.uk) |