

Procedure for approving additional members of staff

Introduction

This procedure is aimed at centres delivering Active IQ approved qualifications or units and outlines Active IQ's approach to approving additional/new staff members to ensure that all members of staff hold the appropriate qualifications to successfully deliver regulated qualifications.

Centre's responsibility

It is important that all staff involved in the management, delivery, assessment and quality assurance of Active IQ's qualifications are fully aware of the contents of this procedure and how Active IQ will work with them in ensuring that a high standard is consistently maintained to successfully deliver the qualifications as approved.

Furthermore it is the responsibility of the Internal Verifier, or Lead Internal Verifier to ensure that the following information is held on file for each Assessor, Tutor and if applicable, Internal Verifier:

- Current Personal Profile or CV
- Relevant competence
- Validated copy of their Assessor Award Certificate
- Validated copy of their Award in Conducting Internal Quality Assurance
- Validated copy of their Teaching Certificate
- Relevant certificates to demonstrate subject competence(s)
- CPD for each approved member of staff

Active IQ accepts that in certain instances, centres employ a designated Centre Contact to manage these responsibilities.

Associated policies and procedures

This procedure should be read in conjunction with Active IQ Terms & Conditions, Additional Qualification Approval Form and Requirements for Centre Staff.

Review arrangements

We will review this procedure annually and revise it as and when necessary in response to customer feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

Active IQ reserves the right to request Personal Profiles or CVs, and qualification certificates for all key personnel involved in the delivery, assessment and quality assurance of Active IQ qualifications.

Process for submitting approval for additional members of staff

Active IQ is happy to deal with all initial enquiries from our centres and their staff. Applications should be completed via Active Intel, however an application form is available in an editable PDF form, which can be downloaded from Active IQ's website.

By completing the application form you agree to be bound by the tutor, assessor and Internal Verifier requirements, as outlined in the relevant Qualification Guidance, as well as the declarations contained in the application form that you have completed for initial centre approval, and which forms the contract between Active IQ and your centre. Once you have completed the form, please send this via email to your designated External Verifier.

Your External Verifier will review the application and will approve the additional staff members for the requested qualification/s if the application is satisfactory.

The centre understands that any misleading information provided in this form, and/or failure to supply CVs or other evidence upon request, may result in a sanction and possibly impact on other related qualification approval or recognition status.

What will Active IQ do next?

We will acknowledge your approval request within five working days of receipt of the application form and associated documentation.

In the event that the application cannot be fully approved, we will provide a clear action plan and set a target completion date. On each subsequent submission we will respond within five working days of receipt of the re-application.

When the application has been fully approved we will formally inform the centre by email within five working days of making our decision and indicate the names of the additional staff members approved.

Data Protection

As a condition of your application, you agree that we may collect, use and store your personal data, as described in the Active IQ Privacy Policy found on our website.

We may use your personal data in order to provide you with the best possible service, to administer your approval and qualification as set out in our Privacy Policy, and (with your permission) to keep you updated about our other enhanced services and products from time to time.

Contact us

If you have any queries about the contents of this procedure, please contact your designated External Verifier.

Declaration

I can confirm that the additional members of staff as named above, have the experience and expertise pertinent to deliver the qualification(s) in accordance with the requirements outlined in the relevant qualification specification(s) and I will ensure that I supply and make available the above named staff CVs and other evidence (for example original certificates) to Active IQ in a timely manner upon request.

I understand that any misleading information provided in this form, and/or failure to supply CVs and/or other evidence upon request, may result in a sanction and possibly impact on other related qualification approval or recognition status.

Signature: _____

Position: _____

Date: _____

Active IQ Use Only – To be completed by the designated External Verifier

Evidence of current CVs and the appropriate qualification certificates will need to be seen prior to the approval of the additional members of staff.

- CV and Certificates seen for the above named staff members
- I can confirm that the above named members of staff are additionally approved for the qualifications as requested
- I have declined this application to additionally approve the above named members of staff for the qualifications as requested and have sent them an action plan to complete, in order for the additional staff approval to be granted.

External Verifier Name: _____

Signature: _____

Date: _____