## Logo, company name Description automatically generated

## EQA External Assessor Appointment Notification Form

This form should be submitted to the DQB Officer:

* as part of the evidence for the Readiness Check process if a proposed External Assessor has been identified/appointed at this stage
* as soon as possible following the Readiness Check process when a proposed External Assessor has been identified/appointed
* at any point where a new or replacement External Assessor is identified/appointed.

Details on the role of External Assessors and the functioned performed are available in the **External Quality Assurance of End-Point Assessment for Integrated Higher and Degree Apprenticeships – Handbook for Providers** and the **EQA External Assessors Guidance** on the [DQB website](https://dqbengland.org.uk/apprenticeships/). The latter includes a person specification which EPAOs should consider when making appointments.

*The rows in the tables below are designed to expand as you type.*

|  |  |
| --- | --- |
| **End-point assessment organisation (EPAO)** |  |
| **Apprenticeship Standard(s)**\* |  |
| **Level(s)**\* |  |

\* In line with [IfATE's apprenticeship Standards](https://www.instituteforapprenticeships.org/apprenticeship-standards/)

**Appointed External Assessor**

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

|  |
| --- |
| **Outline the key qualifications and/or experience that demonstrates the 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, and that their judgements will be respected by employers.** |
|  |
| **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?** |
|  |
| **Outline how any conflicts of interests have been identified and addressed to ensure that this individual is wholly independent and able to act impartially in the role as External Assessor?** |
|  |

**Completed on behalf of the EPAO by:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

Published - 16 September 2022

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