



Supporting Document: Staff Qualifications and Experience

Introduction

Note – all of the information you provide on this form will be treated as **private and confidential** by SQA.

What this form is for

This form should be completed by each of the staff members who will be an assessor and/or verifier for the qualifications your centre is seeking approval for, as listed in your main Centre Approval Application form. You will be asked to provide details of your qualifications and experience in these subjects area and to accept a declaration.

Business Development Contact Summary (SQA use only)

Centre Name
Centre City/Town
BD Name
BD Phone number
BD Email address

When you have finished...

Once this form is complete, please email it, with your centre's main application, to **mycentre@sqa.org.uk**

Once we have received the completed form the Business Development and Customer Support team will let you know via email. If we find that we need more information, we will ask your SQA Coordinator to provide it.

01 Contact Details

Please provide details to identify yourself and the centre making the approval application

Centre's full name

Your name

Your email address

02 Qualification Details

If you are assessing or verifying an **entire qualification**, please provide the **qualification code and level only**.

If you are assessing or verifying **specific units from a qualification** (i.e. a subset of the qualification, not the entire qualification) please provide the **unit code(s) and level only**.

Please list the qualifications/units that you will be an **Assessor** for.

Enter the codes and levels eg G123 22

Please list the qualifications/units that you will be an **Internal Verifier** for.

Enter the codes and levels eg G123 22

03 Your Qualifications & Experience

Note – please **do not** send your Curriculum Vitae as part of this application.

For qualifications you are assessing or verifying:

Are you familiar with the qualification(s)?

Yes No

Have you read the standards/specification for the qualification(s)?

Yes No

Staff Qualifications and Experience Support Document

Have you read the S/NVQ Assessment Strategy (only applicable for Scottish Vocational Qualifications and National Vocational Qualifications)?

Yes No Not applicable

Are you familiar with SQA procedures?

Yes No

Are you familiar with SQA centre procedures/documentation?

Yes No

Your qualifications and relevant experience in the subject or occupational area

Describe any formal qualifications you have achieved in the subject or occupational area. Include:

- where and when your qualifications were achieved
- brief outlines of the courses undertaken, using full titles rather than abbreviations

Describe any work or other experience you have in the subject or occupational area. Include:

- where and when your experience was gained
- brief outlines of the work experience undertaken

Assessment Qualifications

Please provide details for each qualification which applies to you, in **either** the 'Completed' column (1 column), or the 'Working towards' columns (2 columns).

If a qualification is not applicable to you, leave the details blank.

Qualification	Completed	Working towards	
	Year achieved (yyyy)	Start date (mm/yy)	Expected completion date (mm/yy)
A1			
A2			
V1			
D32			
D33			
D34			
TQFE			
TQSE			

04

Declaration

I declare that, to the best of my knowledge, the information I have provided in this Staff Qualifications & Experience form is correct.

Please select one of the following responses:

I accept the declaration above.

I do not accept the declaration above.

Name

Date