



E-mail 1: Double bank visit

Dear SQA Centre Co-ordinator

SQA's Approach to Quality Assurance for Higher National and Vocational Qualifications: Qualification Verification Visit

Qualification Verifier:

Verification Group:

Date of Visit:

I will be accompanying SQA's Qualification Verifier during the above visit to your centre in my role of Verifier Mentor.

My remit is to support the verifier and centre during the visit. My role is to monitor the verifier activities during the visit including feedback, and the final report issued to you.

I would also like to spend some time with the Qualification Verifier at the conclusion of the visit, if convenient, to enable me to give them feedback about their performance.

Please contact the Qualification Verifier if you have any questions about the visit. If you require further information regarding my role during the visit, please contact me using the details provided below.

Thank you in anticipation of your support and assistance in maintaining SQA's Quality Assurance standards.

With regards

Mentor for SQA's Approach to Quality Assurance

Contact Details:

E-mail:

Mobile:

Direct line: