



## **Email 2: Mentor Introduction and QV Guidance**

Dear

### **SQA's Approach to Quality Assurance of Higher National and Scottish Vocational Qualifications - Support on your first visit**

As a new Qualification Verifier or an experienced Qualification Verifier who has not yet carried out a verification visit under SQA's Approach to Quality Assurance of Higher National (HN) and Scottish Vocational Qualifications (SVQs) you have received this e-mail to outline the support you will receive to enable you to undertake your first verification visit to one of SQA's approved centres.

You have been allocated a mentor to support you in preparing for, and carrying out, your first verification visit. The attached guidance note provides you with an overview of the key verification stages and the support your mentor will provide at each stage of the process.

The Approach to Quality Assurance is not just a reporting format change. It involves a slightly different way of thinking about external quality assurance practice. With this in mind, SQA have provided a variety of resources on its Websites to support you - a list of Websites have been made available with this e-mail. It is important that you are familiar with the contents of these websites before you plan and conduct visits. Your mentor is there to answer any questions you may have about the website materials and guidance provided.

Your mentor's focus will be on supporting you as you implement SQA's Quality Assurance processes for Qualification Verification. Their role will not focus on your subject decisions as you are the subject expert. Any subject specific support you require can be accessed from your Senior Verifier/Colleagues or the SQA Contact for your subject area. All mentors are experienced Qualification Verifiers and as such, we encourage you to tap into their knowledge and expertise of the verification procedures and policies as you plan and prepare for your visit(s).

The benefits of taking part in this process are that you will be able to:

- prove you are working in line with SQA Qualification Verification processes. This will be useful if you are going on to undertake an external verifier qualification with SQA.
- use this experience as CPD in relation to your Qualification Verification role.

Should you have any general immediate queries about mentor support, please get in contact with your Qualification Verification Officer at [qav@sqa.org.uk](mailto:qav@sqa.org.uk). Any specific queries however, can be answered by your allocated mentor who will contact you shortly.

Thank you in anticipation for your co-operation in implementing SQA's Quality Assurance standards.

Yours sincerely  
Juliette McGinley  
Quality Assurance Logistics Manager  
HN & Vocational Qualifications