

Mentor support for Qualification Verifiers

The following is a brief summary of the support you can expect to receive from your mentor, but it does not fully capture all parts of the mentor role such as the amount of time spent on providing advice and guidance.

Preparing for Qualification Verification

What you should know/do	Mentor support
SQA Values.	<p>Please make contact with your mentor before you make contact with centres to arrange visits. Your mentor will discuss with you at this time, the dates they are available to accompany you on a visit.</p> <p>Your mentor will discuss and agree with you how they can best support you in implementing SQA's Quality Assurance Approach.</p>
Flow Charts – stages of the EV Process and timescales.	
SQA Quality Assurance Criteria and Guidance.	
All available SQA information relating to the qualifications you are verifying.	

Planning Qualification Verification Visits

What you should know/do	Mentor support
Flow Charts – stages of the planning process and timescales.	<p>Please send a copy of your draft Visit Plan to your mentor for feedback before sending your final copy to the centre and SQA.</p>
How to gather information and complete Visit Plan.	

Conducting Qualification Verification

What you should know/do	Mentor support
How to organise and conduct a visit.	<p>Your mentor will have agreed an optimum time for accompanying you on a planned visit. The purpose of accompanying you is to provide you with:</p> <ul style="list-style-type: none"> • support and advice during the visit • feedback on your external verification practice (not on your subject knowledge /expertise) <p>You will receive written feedback from your mentor on this part and other stages of the verification process. This will be forwarded on to you from SQA.</p>
Measure compliance; calculate risk using the traffic light system.	
Work out overall centre compliance.	
Formulate action points, recommendations, good practice.	
Provide accurate feedback.	

Completing the Qualification Verification Report

What you should know/do	Mentor support
Complete a Qualification Verification Report -as per your feedback to centre and in line with SQA Guidance.	<p>Your mentor will have access to view your online visit report at all times.</p> <p>You should inform your mentor when you are ready to submit your report to SQA and they can provide you with feedback and advise of any amendments prior to it being sent to SQA.</p>