



# Standardisation Meeting Request

## What this form is for

This form is used when Senior External Verifiers wish to request a standardisation meeting for a specific verification group (VG). Requests should be submitted by Senior External Verifiers only and should be submitted at least 4 weeks before the suggested meeting date, with details of the agenda provided to the relevant Qualification Verification Officer 5 days before the date of the meeting.

On completion of the meeting, Verification Group Meeting Minutes and Decision Logs should be sent to [qav@sqa.org.uk](mailto:qav@sqa.org.uk) within 10 working days. Templates and exemplars of these documents can be found at - <http://www.sqa.org.uk/sqa/66594.4764.html>

Any overnight accommodation requests should be completed using a TARE form that should be sent to [qav@sqa.org.uk](mailto:qav@sqa.org.uk) TARE forms can be found on the Travel and Expenses section of the QA Appointee website at <http://www.sqa.org.uk/sqa/67478.4865.html>

## How to use this form

- This form is to be completed electronically. Please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](http://get.adobe.com/uk/reader/)  (<http://get.adobe.com/uk/reader/>)

## When you have finished

Once this form is complete, please email it, to [qav@sqa.org.uk](mailto:qav@sqa.org.uk)

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## Verification Group Details

Senior External Verifier Name

Telephone Number

Email Address

Verification Group Name

Verification Group Number

2

## Meeting Details

Date of Meeting (1<sup>st</sup> preference)

Date of Meeting (2<sup>nd</sup> preference)

Date of Meeting (3<sup>rd</sup> preference)

Location of Meeting

Other

Number of Attendees

IT Access Requirements

Reason for Request

SQA Representation Required?

SQA Staff Member Name 1

SQA Staff Member Role 1

SQA Staff Member Name 2

SQA Staff Member Role 2

Reason for SQA Representation

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## Catering Requirements

Morning Tea

Lunch

Afternoon Tea

Any Specific Dietary Requirements