

Approval Application Supporting Document: Staff Qualifications and Experience

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 Approval Application form. You will be asked to provide details of your qualifications and experience in these subjects area and to accept a declaration

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](#).
- Certain supporting documents must be submitted with this form. These will be indicated  the symbol:- 

When you have finished

Once this form is complete, please email it, with your main application, to; approval.applications@qualifications.gov.scot

Once we have received the completed form and main application we will let you know via email. If we find that we need more information, we will ask the person named as your Qualifications Scotland Coordinator to provide it.

All the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by Qualifications Scotland.

01

Contact Details

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

Centre's full name

Centre number (if available)

Your name

Your email address

02

Qualification Details

- If you are assessing or verifying an **entire qualification**, please provide the qualification's product code 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's product code(s) only.

Please list the qualification(s) / unit(s) that you will be an **Assessor** for.

Enter the product code(s) eg G123 22

Please list the qualification(s) / unit(s) that you will be an **Internal Verifier** for.

Enter the product code(s) eg G123 22

Your Qualifications & Experience

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

For qualification(s) 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

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 Qualifications Scotland procedures?

Yes

No

Are you familiar with Qualifications Scotland 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

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

Please provide details of your Assessor and/or Internal Verifier qualifications in **either** the 'Completed' column, or the 'Working towards' columns.

[illegible]

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

dd/mm/yyyy

Qualifications Scotland use only

Business Development (BD) Contact Summary

BD Contact Name	
BD Contact Phone number	
BD Contact Email address	

BD Confirmation

Name	
Date	
	dd/mm/yyyy

Confirmation Comments