 **Nomination form -External Assessor and/or External Examiner\* For Integrated Apprentice Degree programmes, Academic Year 2022/23**

Nomination to serve as External Assessor and / or External Examiner\* for the following degree apprenticeship programmes:

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE OF DEGREE(S)** | **COURSE CODE(S)** | **LEVEL of QUALIFICATION(S) – i.e. UG/PGT** | **EPA module Code (for External Assessor)** |
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**To be completed by the nominee:**

*Please ensure that all fields are completed as fully as possible. If you are unsure what to enter in a field, please contact a member of the School you are working with to ask for their advice, as any missing or unclear information may result in a delay to your nomination being approved.*

***Please note: A copy of your full CV must be submitted with this nomination form***

|  |  |
| --- | --- |
| **Full name:** |  |
| **Home institution address:** |  |
| **Address For correspondence (if different from above):** |  |
| **Current role:** |  |
| **Primary email address:** |  |
| **Qualifications:** |  |
| **Subject areas of expertise or interest:** |  |
| **Relevant teaching experience:** |  |
| **Please provide details on how you meet the current eligibility criteria for the appointment as an External Assessor and/or External Examiner \***  ***Please see*** [***relevant apprenticeship standard and the end-point assessment (EPA) plan***](https://www.instituteforapprenticeships.org/apprenticeship-standards/?) ***and any additional criteria provided by the School*** |  |
| **Relevant degree apprenticeship experience**  ***Please outline your experience in training / industry / practice / business that relates to this apprenticeship standard.*** |  |
| **Please outline details of your recent continuing professional development (in the past 12 months) in relation to your role as an External Assessor and/or External Examiner\* for this programme** |  |
| **Recent experience of**  **External Assessor and/or External Examiner role\* (in particular at degree level):** |  |
| **Details Of External Assessor and/or External Examiner\* roles currently held:** |  |

\* Please indicate the role for which the nominee is being considered by either deleting the role that is not applicable or if being nominated for both roles delete the “/or” where indicated

By submission of this form:

* *For nominee who will act as External Assessor -* The nominee has confirmed a willingness to serve in accordance with the policy on [Appointment and Responsibilities of External Assessors](https://www.nottingham.ac.uk/qualitymanual/governance/external-assessors-role.aspx) and is not included in any categories or circumstances listed in Restrictions of Appointment in that policy
* *For nominee who will act as External Examiner* - The nominee has confirmed a willingness to serve in accordance with the policy [on Appointment and Responsibilities of External Examine](https://www.nottingham.ac.uk/qualitymanual/governance/appointment-responsibilities-external-examiners-for-taught-programmes.aspx)rs and is not included in any categories or circumstances listed in Restrictions of Appointment in that policy
* The nominee is independent to and has no connection with apprentices, employers and training providers associated with the apprentice programme
* The nominee has read the university’s [conflict of interest policy](https://www.nottingham.ac.uk/qualitymanual/governance/policy-on-conflict-of-interest.aspx) and confirms compliance with that policy



**To be completed by Head of School (or designated person with responsibility)**

I wish to nominate:

|  |  |
| --- | --- |
| **Full Name** |  |
| **Position & Institution** |  |

**To serve as**

***Please tick boxes as appropriate.***

|  |  |
| --- | --- |
| **Role** |  |
| **External Assessor** |  |
| **External Examiner** |  |

***All integrated degree apprenticeship programmes must have an External Assessor and External Examiner this can be separate individuals or if suitably qualified and can meet the selection criteria for External Assessors and External Examiners it is permissible for the same nominee to act in both capacities.***

* For nominee who will act as External Assessor - The nominee has confirmed a willingness to serve in accordance with the [policy on Appointment and Responsibilities of External Assessors](https://www.nottingham.ac.uk/qualitymanual/governance/external-assessors-role.aspx) and is not included in any categories or circumstances listed in Restrictions of Appointment in that policy
* For nominee who will act as External Examiner - The nominee has confirmed a willingness to serve in accordance with the policy on [Appointment and Responsibilities of External Examiners](https://www.nottingham.ac.uk/qualitymanual/governance/appointment-responsibilities-external-examiners-for-taught-programmes.aspx) and is not included in any categories or circumstances listed in Restrictions of Appointment in that policy
* The nominee’s skills, knowledge and experience satisfy the current requirements as laid out in the [apprenticeship standard](https://www.instituteforapprenticeships.org/apprenticeship-standards/?) for this programme
* I confirm that approval of this appointment would not create a reciprocal arrangement with a cognate programme at another institution
* I confirm sufficient checks have been undertaken to ensure adherence to the [University’s conflict of interest policy](https://www.nottingham.ac.uk/qualitymanual/governance/policy-on-conflict-of-interest.aspx) for External Assessors and to confirm that there is no conflict of interest associated with this nomination
* The nominee has demonstrated recent (i.e. over the last 12 months) engagement with relevant CPD (copy of updated CV to be attached to this nomination)



* The nominee has provided me with evidence\* (which is attached) of their right to work (RTW) in the UK and a copy of this will be security kept on file for the duration of their tenure

\* Please specify the RTW evidence seen and the date of which it was captured:

|  |  |
| --- | --- |
| **Type of document seen and attached (i.e. Passport)** | **Date document was seen** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed Name** |  |  |  |
| **Position within School** |  |  |  |
| **Signature** |  | **Date** |  |
| **School/Division** |  |  |  |

***Please return the form to:*** [Indi-assessors@nottingham.ac.uk](mailto:Indi-assessors@nottingham.ac.uk)