

**Nomination form - Marking and Assessment Team member for Integrated degree apprenticeship programmes, Academic Year 2022/23**

Nomination to serve as: Select Role from List

If other please specify what duties this nominee will undertake as part of this role

for part of the following degree apprenticeships programmes:

|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE OF DEGREE(S) -** | **COURSE CODE(S)** | **LEVEL OF QUALIFICATION(S) i.e. UG / PGT** | **EPA MODULE CODE** |
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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 or business address:** |  |
| **Address for correspondence (if different from above):** |  |
| **Current role:** |  |
| **Primary email address:** |  |
| **Qualifications:** |  |
| **Subject area(s) of expertise or interest:** |  |
| **Relevant teaching experience:**  **Where applicable** |  |
| **Please provide details on how you meet the eligibility criteria for the role you are being nominated for**    ***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 within this programme** |  |
| **Recent experience of**  **roles within Degree Apprenticeships (in particular at degree level):** |  |
| **Details of other roles currently held within Degree Apprenticeship programmes:** |  |

By submission of this form:

* The nominee has confirmed a willingness to serve in accordance with the [policy on Appointment and Responsibilities of Independent Assessors](https://www.nottingham.ac.uk/qualitymanual/governance/independent-assessors-role.aspx) 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)**

Details below to be completed by Head of School (or designated person with responsibility). Details above **must** be completed in full before School complete their part.

I wish to nominate:

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

* The nominee has confirmed a willingness to serve in accordance with [the policy on Appointment and Responsibilities of Independent Assessors](https://www.nottingham.ac.uk/qualitymanual/governance/independent-assessors-role.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) 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:

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

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| --- | --- | --- | --- |
| **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)