



Personal details form

Reviewer: Developmental reviews of higher education in further education colleges in Northern Ireland

Reviewer applicants should complete the whole form.

Surname _____ Title _____

Forename(s) _____

Preferred forename _____

Current employer _____

Job title _____

Work address _____

Postcode _____ Work telephone _____

Email _____ Fax number _____

Home address _____

Postcode _____ Home telephone _____

Email _____ Home fax _____

Which address should be used by QAA for written correspondence/parcels?

Work Home

Reviewers will be required to attend a two-day training course to prepare them for their role as a reviewer.

It is important that reviewer applicants complete each section of this form. Initial screening of applications is based on the completed form only; therefore, it is essential that you answer each section fully. Please do not send a CV instead of the completed form.

QMIS number _____

The information supplied on this form will be recorded on an electronic database and may be used to brief review coordinators and QAA officers, and provide information to further and/or higher education institutions.

Signature _____ Date _____

The nomination should be forwarded to: Ann-Marie Powell, a.powell@qaa.ac.uk, Scheduling, Recruitment and Training Team (SRT), The Quality Assurance Agency for Higher Education, Southgate House, Southgate Street, Gloucester GL1 1UB **as soon as possible and no later than Friday 12 December 2008.**

Confidential

Equal opportunities monitoring form

Policy

QAA is committed to the principle of equal opportunities. The aim of this policy is to ensure that all people engaged on contracts for services are selected, according to their ability to fulfil the requirements of their role. There will be no discrimination on the grounds of, for example, race, colour, creed, ethnic or national origins, nationality, disability, age, sex, sexual orientation, marital status or family responsibility in any matter relating to your nomination.

Monitoring

QAA has adopted the recommendations in the Code of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality that organisations should regularly monitor the effects of decisions to assess whether equality of opportunity is being achieved. For this purpose you are asked to complete the form below. The information will be treated as strictly confidential and used anonymously, for statistical purposes only. This page will be removed from the rest of your nomination/application prior to consideration.

Personal details – Reviewer [Developmental review of higher education in further education colleges in Northern Ireland]

Date of birth _____

I would describe my ethnic origin as

A White

- British
- Irish
- Any other White background

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D Black or Black British

- Caribbean
- African
- Any other Black background

E Chinese or other ethnic group

- Chinese
- Any other ethnic group

I am Male Female

QMIS number _____

Do you have a disability within the meaning of the *Disability Discrimination Act 1995*?

Yes

No

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1 Please outline in the table below any experience you have had of acting as an external peer in quality assurance, for example, in examination, accreditation, validation, quality audit/assessment, other quality assurance. Please indicate the types of institution(s) or organisation(s) involved (for example, college of further education, specialist college, university, Open University, Edexcel).

Experience as an external peer	Type of institution/awarding body
External examining for an awarding body, such as Edexcel or a university	
Validation/periodic review	
Review or inspection at the subject/programme level (ie QAA, ETI)	
Quality assurance outside education (ie ISO, IIP)	

2 Please provide details of any experience you may have of institutional audit/review or collaborative provision audit.

3 Please summarise your experience of developing, teaching and assessing higher education programmes in further education colleges.

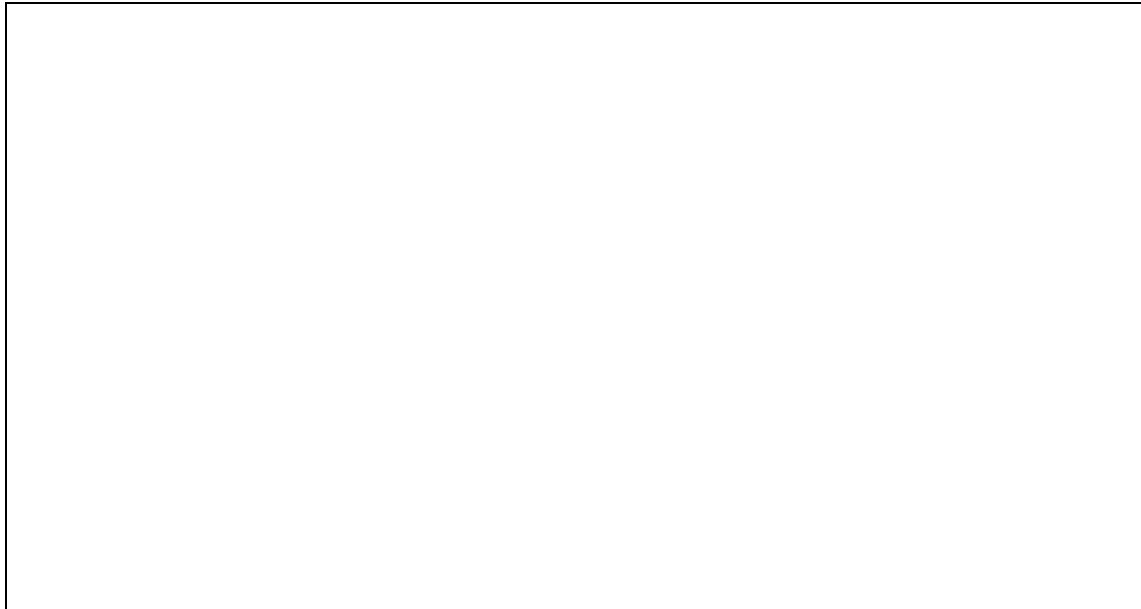
4 Please summarise your experience of organising, providing and assessing work-based learning for Foundation Degrees or other programmes. You might wish to refer to work-placements and any other involvement with employers, practitioners, sector skills councils or industry.

5 Please provide details of your experience of working in partnership with further education colleges and/or higher education institutions.

6 Please describe the experience you have of writing reports.

7 To assist us in our considerations, please write a short piece (500 words maximum) reflecting on your own experience of quality assurance and relating it to the process of reviews. Please outline your experience and attributes, and indicate how you feel that they prepare you for the role of reviewer. You may find it useful to refer to the person specification.

QMIS number _____

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the user to complete the conflict of interest record, training availability form, and nominator's and/or referees' details.

Please complete the conflict of interest record, training availability form and nominator's and/or referees' details before returning this form.

Reviewer: Developmental reviews of higher education in further education colleges in Northern Ireland

Name:

Confidential conflict of interest record

In order to assist the QA A with its planning, it is important that we have an up-to-date record of any conflicts of interest which would prevent you from joining a review team. We should be grateful, therefore, if you would indicate below any possible current conflicts of interest with further education colleges and/or higher education institutions. Examples of conflict of interest include any college (including former colleges in Northern Ireland) or higher education institution that you have worked in, or for, during the last five years; any college or higher education institution where you have undertaken validation, external examination or consultancy work during the last three years; any college or higher education institution where you have recently made an application for a post; and any college or higher education institution where a close relative may be either working or studying. In addition, please provide details of any other conflicts of interest or factors which might preclude you from taking part in a review of another Northern Ireland college.

No	Name of Institution	Reason
1		
2		
3		
4		
5		
6		

Signed:

Date:.....

Please return to Ann-Marie Powell, a.powell@gaa.ac.uk, Scheduling, Recruitment and Training Team, The Quality Assurance Agency, Southgate House, Southgate Street, Gloucester, GL1 1UB.

Quality Assurance Agency for Higher Education

Developmental reviews of higher education in further education colleges in Northern Ireland

In order to undertake reviews of higher education in further education in Northern Ireland, all new reviewers will be required to attend a two-day training programme in Belfast on 21 and 22 January 2009. We are only able to offer one set of dates for training for these reviews. Please confirm that you are able to attend on the dates given below.

Thank you for your cooperation.

Name _____

College _____

	Yes I am available to attend the training on both dates	No I am unavailable to attend this event
Training event: Wednesday 21 Thursday 22 January 2009		

Nominator's supporting reference

To be completed by the individual's nominator

All those seeking a contract for services as a reviewer will be considered on the basis of their ability to meet the requirements specified for the role. Your comments are therefore requested particularly in relation to the qualifications, experience and skills indicated on the person specification and role brief attached.

To facilitate anonymised screening, it would be helpful if you refer to the individual as 'the nominated reviewer', rather than by name or as 'he' or 'she'.

Please comment on the nominated reviewer's experience and abilities in each of the following areas, making reference to specific examples where effectiveness has been demonstrated.

Evaluation of the nominated reviewer's ability to arrive at shared judgements of the management and delivery of academic standards and the quality of learning opportunities in higher education in further education college provision.

Evaluation of the nominated reviewer's ability to work as part of a small team.

Evaluation of the nominated reviewer's interpersonal skills and time-management skills.

QMIS number _____

Evaluation of the nominated reviewer's ability to produce evaluative draft summaries of evidence.

Any further comments.

Signature of nominator:

Position:

Referee's details

To be completed by the individual seeking appointment

Each candidate will need to provide the name and address of one referee other than his or her nominator.

Name _____

Job title _____

Address _____

Postcode _____

Email _____

Candidates should pass the completed form to the nominator (eg head of institution or department) so that s/he may complete the supporting reference.

Approval of nomination and applications

Reviewers will be required to dedicate a number of days to each review activity. For example: a Developmental review will involve about five days work. The five days is usually allocated as follows: 1.5 days preparation, 2 days visiting, 1.5 days report drafting.

I authorise this application, and confirm that the necessary time will be made available to the candidate to enable him/her to meet QAA's requirements.

Head of institution's signature _____ Date _____

Please return this form to Ann-Marie Powell (a.powell@gaa.ac.uk), Scheduling, Recruitment and Training (SRT), The Quality Assurance Agency for Higher Education, Southgate House, Southgate Street, Gloucester GL1 1UB Telephone 01452 557037