

TAQA Qualifications Application form



Personal Details: Please write in capitals and please complete **all** sections

First name:		<input type="checkbox"/> Male
Last name:		<input type="checkbox"/> Female
Date of birth: (eg 28/05/76)	Nationality:	
Age (as at 31 st Aug 2021):	Normal country of residence:	
		Have you lived in the UK or EU/EEA for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Permanent Address:		Telephone (including area code):
		Mobile phone:
Postcode:	E-mail:	

Qualification applying for (please tick)

Level 3 Assessor Qualification

Level 4 Internal Quality Assurance Qualification

Qualifications including professional and vocational training: Include exams you are taking or have taken - please start with your most recent

Qualifications achieved	Level	Subject	Grade achieved	Date achieved
		eg GCSE	English Language	C

Internal applications only (for students already studying any course at Exeter College).

Qualifications to be taken	Level	Subject	Predicted grade	Date due to be awarded

Please be aware that you will need to produce your qualification certificates at interview.

Level 3 Assessor Qualification

Whilst training you will need a designated mentor/ 2nd line assessor who will quality check all of your judgments. In order to be able to work through the requirements you must have at least **TWO** learners for whom you will assess and be directly observed carrying out assessments of both knowledge and skills

Qualifications/subjects you are assessing	
Awarding Body/Organisation	
Your IV/IQA	
Your Mentor 2 nd Line IQA	
Please confirm that you have access to two Assessors to quality assure Yes / No	

Level 4 Internal Quality Qualification

In order to be able to work through the requirements of this qualification **all** students must have at least **TWO** assessors for whom they are responsible. Those assessors should have at least **TWO** candidates and be directly observed carrying out quality assurance activities

Qualifications/subjects you are assessing	
Awarding Body/Organisation	
Your Mentor 2 nd Line IQA	
Please confirm that you have access to two Assessors to quality assure Yes / No	

Please explain how you are able to meet the occupational competence requirements of the qualification/subjects that you intend to Assess/Quality Assure

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Important! If you answer **Yes** on either question in this section, **please submit additional information with your application by enclosing a letter with full details.** We may also approach relevant agencies for further information.

Do you have a criminal record, any outstanding court proceedings, on an Offenders' Register or working with the Youth Offending Team?

Yes No

Do you have an agency or support worker? Yes No

Please tick if you are in care or a care leave Yes No

Support requirements:

We welcome all students and encourage you to tell us about the support you may need (please tick)

We require all applicants to complete a Health Declaration form, we will make contact with you to collect this information.

- | | | |
|---|---|---|
| <input type="checkbox"/> Visual impairment (do not tick if your eyesight is corrected by glasses) | <input type="checkbox"/> Exam access arrangements | <input type="checkbox"/> English is not my first language |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Moderate learning difficulties | <input type="checkbox"/> Education, Health and Care Plan |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Severe learning difficulties | <input type="checkbox"/> Speech, language and communication |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other specific learning difficulty (eg Dyspraxia and global development delay and speech and language) |
| <input type="checkbox"/> Autism, spectrum disorders | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Received Free School Meals and was in receipt before 1st April 2018 |
| <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Other physical disability | |

I confirm I have checked with my team IQA or Manager on my suitability for this training, can meet the pre-entry requirements of the qualification I am applying for, have completed a staff development request (Internal candidates) and will attend all knowledge sessions

IQA/Manager

I support this application and agree to support the quality of this training by providing a 2nd line Assessor IQA as appropriate and provide time to attend allocated knowledge sessions for this qualification.

Signature of IQA or Manager supporting this application:

Internal Applicants Only

Please also complete a Staff Development Request via the Human Resources Portal

9. Personal Data Fair Processing Notice:

- I confirm that the information I have provided on this form is correct.
- I understand that my information will be used to process my application so that I can enter into a learning agreement (contract) with the college
- I understand that:
 - my contact details will be used to communicate with me about my application and future relationship with the college
 - my designated next of kin will be contacted to confirm their details
 - if I am under 18 when this form is submitted, details of my application may be shared with my school, parent(s) or carer(s) designated as my next of kin
 - details of my application may be shared with my employer if they are proposing to sponsor my study
 - details of my application may be shared with referees I have nominated on this form
- I understand that to carry out its public task to deliver education the college will:
 - share my personal data with local authorities and other agencies which may contact me about services relevant to my application and my future attendance at college
 - share my data with processing companies to facilitate payment and other services
- share my personal data with other agencies (including law enforcement agencies) and funding bodies as required by law
- discuss health and other information (including special categories information) with professionals and other organisations and agencies to ensure that I can have the support I need to achieve the best outcome from my application
- unless I give my explicit consent, the college will process my special categories information only when necessary to protect my vital interests (e.g. my life), those of others, or where there is a legal obligation or a substantial public interest in doing so.
- If you are under 19 years old the college will share information regarding your attendance, progress and achievement with your parent(s) or carer(s) designated as your next of kin. This includes data presented electronically on the college's Parent portal. If you have reason to discuss the information the college shares with your parent(s) or carer(s) who you have designated as your next of kin, please contact the Designated Safeguarding Lead by email: DSL@exe-coll.ac.uk.

Further information about your rights and how we process your data can be found at www.exe-coll.ac.uk/dataprotection

Student Signature **Date**

Please return the completed application form to:

Admissions, St David's Building, Exeter College, Hele Road, Exeter EX4 4JS. Email: info@exe-coll.ac.uk