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| **External Verification for Quality Assurance Application Form** |

Must use separate forms for each qualification

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| Centre Name |       | Centre Number |  |
| Qualification Title |  | Qualification Number |  |
| Contact Person |  |
| Date of previous EV *&* Reference No *(If Applied)* |        |  |

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| --- | --- | --- | --- |
| Email |       | Phone |       |

**Centre must have done the following before making the application for EV**

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| Activity Check List | Yes  | No |
| All assignments are marked by the Assessor |  |  |
| All assignments are Internally Verified by the Internal Verifier |  |  |
| Internal Verification Reports are documented for each assignment (Evidence) |  |  |
| Fill the Learner Grades sheet ( using the sheet Provided by B-TIC) |  |  |

The External Verification process has 3 phases as follows.

**Phase 1:**

1. **External Verification for Quality Assurance Application Form;** (this form) should be filled.
2. **Leaner Grading sheet**: This is provided by B-TIC and should be filled
3. **E-mail** the above two documents (a) & (b) together to info@b-tic.uk using your official email account

**Phase 2:**

1. **B-TIC** will invoice the center for EV
2. **The Centre** will make the payment
3. **Registrar** will assign the Independent external verifier who will get in touch with the Centre to conduct EV

**Phase 03**

1. **Centre** provide sample work of learner directly to the EV as requested
2. **EV** will be completed and an EV report is made by the EV to registrar
3. **Registrar** evaluates the report, record the detail and keep them in the record room
4. **Register** releases the report along with the E-certificates to the learner & Centre
5. **Registrar** Sings off the **EVQA**

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| Authorized Officer Name |  | Signature |  |
| Job title |  | Date |    |

Note:

EVQA: External Verification for Quality Assurance | External Verifier for Quality Assurance