# Form I4

# Application for approval of a Higher and Degree Apprenticeship external examiner

## PART 1 – ONLINE APPLICATION FORM

*For completion by the nominated external examiner.*

The QAE (Quality Assurance and Enhancement) Senior Co-ordinator will send the proposed nominee the link to the on-line application form (Part 1), for completion. Once completed, the QAE Senior Co-ordinator will attach Part 1 to this form and carry out initial checks against the University criteria (see Part 2). The QAE Senior Co-ordinator will then send the application form and Part 3 for completion and signature by the Assistant Registrar (QAE).

## PART 2 – INITIAL CHECKS BY SENIOR CO-ORDINATOR (QAE)

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| **Name** |  |
| **Date** |  |

## PART 3 – FINAL CHECKS BY ASSISTANT REGISTRAR (QAE)

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|  | **Y/N** |
| **1. Does the nominee have experience of working in a UK HEI in a senior position that oversees and manages higher and degree apprenticeships e.g. Head of Degree Apprenticeships, Pro Vice-Chancellor, Associate Dean, Head of Quality Assurance and Enhancement, Academic Registrar, Head of School?** |  |
| **2. Does the nominee have operational experience of HDA provision?** |  |
| **3. Does the nominee have familiarity with apprenticeship standards and End Point Assessments?** |  |
| **4. Is there more than one HDA external examiner from the same institution?** |  |
| **5.** **Is there reciprocal HDA external examining between** **KU and the HDA external examiner’s employing organisation?** |  |
| **6.** **Is the nominee from an institution which has been the source of HDA examiners in the recent past****?** |  |

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| **6.** **Rationale for nomination if the nomination does not meet one or more of the criteria in Q1 to Q6 above, why does it warrant exceptional consideration?** |
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**APPOINTMENT APPROVED/NOT APPROVED BY ASSISTANT REGISTRAR (QAE)** (Senior Co-ordinator QAE to be notified)

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| **Outcome** |  |
| **Name** |  |
| **Date** |  |