

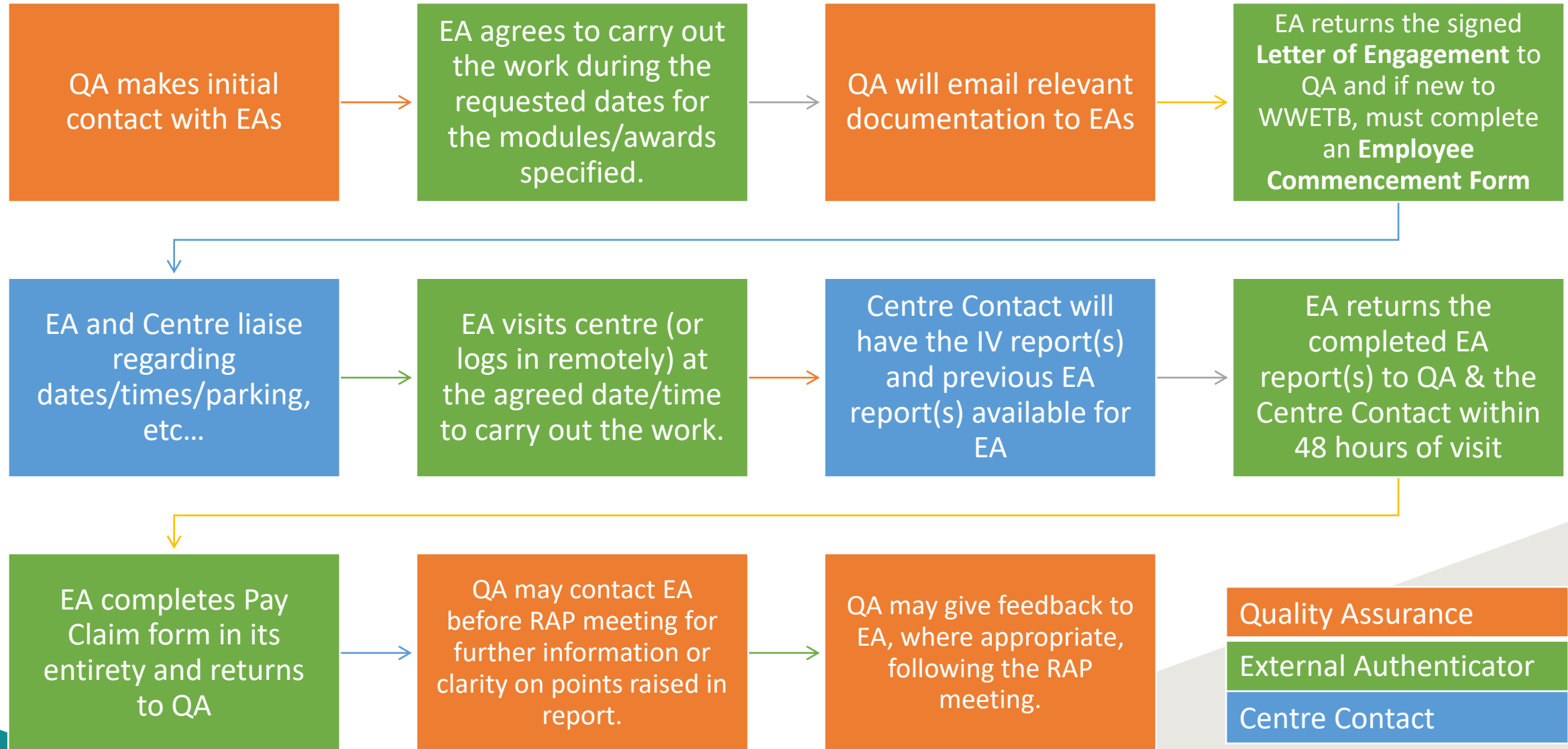
Waterford and Wexford ETB

External Authenticator Guide



wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Communication Process



Additional Information



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann



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- WWETB's default sampling strategy

| #Assessment Portfolios | FE Levels 1-3 | FE Levels 4-6 |
|------------------------|---------------|----------------|
| ≤ 12 | 3 | *Between 3 & 6 |
| Between 13 & 25 | 5 | *Between 4 & 6 |
| >25 | 20% | *20% |

***At levels 4-6:** Minor Awards selected by the external authenticator should include a sample of all grades (highest and lowest)

- When commenting on awards, WWETB welcome observations of good practice along with any recommendations.
- We ask that you complete a full and comprehensive External Authentication Report for **each major award** and submit to QA and the centre contact within 48 hours of your visit

Internal Verification



Comment on Internal Verification Report (I.V.)

Efficiency of the IV process

There is a specific section within the EA report relating to the efficiency of the internal verification process.

We would like you to fully complete this section commenting **ONLY** on the IV report and process.

| | | | |
|--|--|--|--|
| Summary of Internal Verification Findings. Based on the evidence reviewed, please indicate which of the following best summarises the Internal Verification process at this centre | | | |
| Internal Verification Report: | | | |
| • Was available to the External Authenticator (originally only major award conclusion given) | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Was signed and dated by the Internal Verifier(s) | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Was signed off the Centre Manager/College Principal(brought to principal and signed) | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Choose any ONE of the following statements which best describes the effectiveness of the I.V process | | | |
| Used as an effective tool by the centre: | | | |
| • Compliance/non-compliance with all assessment processes and procedures noted | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Instances of good practice highlighted | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Areas for improvement highlighted | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Issues were identified and acted upon prior to External Authenticator visit | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Partly used as an effective tool by the centre | | | |
| • Not all modules were monitored | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Room for improvement in some areas | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Ineffective use of the tool | | | |
| • Issues arose during authentication which were not highlighted in the I.V. report | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| • Issues identified but not acted upon prior to the visit of the External Authenticator | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Summary of Internal Verification Findings. Based on the evidence reviewed, please indicate which of the following best summarises the Internal Verification process at this centre. | | | |
| YOUR GUIDE: | | | |
| Very Effective: | The centre is very effective at implementing the assessment processes and procedures (no room for improvement) | | |
| Effective: | The centre is effective at implementing the assessment processes and procedures with some minor areas for improvement | | |
| Acceptable: | The centre is acceptable at implementing the assessment processes and procedures with a number of minor and/or significant areas requiring improvement | | |
| Unsatisfactory: | The centre is unsatisfactory in a number of areas which may threaten the integrity of the assessment process | | |
| Very Effective <input type="checkbox"/> | Effective <input type="checkbox"/> | Acceptable <input type="checkbox"/> | Unsatisfactory <input type="checkbox"/> |

EA Claim Form



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Complete Pay Claim form in its entirety

Relevant Circulars:

- [Circular 11/82:- Travelling and Subsistence Regulations](#)
- [Circular 05/2015: Subsistence Allowances](#)
- [Circular Letter No: 0053/2022 Revised Subsistence Allowances](#)



Claim Form – QQI External Authentication

| | | |
|---|---------------|------------|
| EA Name: | Home Address: | |
| Centre Name: <small>(where EA was conducted)</small> | Eircode: | |
| Date(s) of EA visit: | PPS Number: | Telephone: |
| Invoice Date: | Email: | |
| Awards and Level: | | |

| | |
|-------------------------------|-------------------------------|
| Daily EA Rate: | €250 per day or part thereof. |
| _____ day(s) x €_250_ per day | Total: € |

| Travel: | | Motor Travel Rates per km: 41.80c per km up to 1,200cc Refer to: CL 0053/2022 43.40c per km from 1,201cc to 1,500cc 51.83c per km from 1,501 and over | | | | |
|--|---|---|---|---------------|--|---------|
| Car Reg. Number: | Car CC: | Car Make & Model: | | | | |
| Date | From <small>(please include place & time of departure)</small> | To <small>(please include destination & time of arrival)</small> | Lunch Provided <small>Yes or No?</small> | Journey in KM | Tickets/Tolls <small>(must be attached)</small> | Total € |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Subsistence: | | | | | | |
| _____ x | €16.29 (over 5hrs) | € | | | | |
| _____ x | €39.08 (over 10hrs) | € | | | | |
| _____ x | €167.00 (over 24hrs) | € | | | | |
| Travel & Subsistence Total: € | | | | | | |

Signed External Authenticator: _____ Date: _____

Signed on behalf of WWETB: _____ Date: _____

Contact Details



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QA contacts for External Authenticators

- Alan Larkin – alanlarkin@wwetb.ie
- Edel Walsh – edelwalsh@wwetb.ie
- Jessica Gill – jessicagill@wwetb.ie