<INSERT DATE>.

RE: Engagement for the Delivery of External Authentication Services

Dear <INSERT NAME>,

I wish to confirm that you have agreed to deliver external authentication services, on a contract for service basis, to a specified centre as outlined in the WWETB External Authenticator Information and Operating Procedures contained in Appendix 1.

The following conditions apply to the contract for service arrangement;

1. Delivery of Service: Services will be delivered as agreed and confirmed in Appendix 1

2. Duration of Contract: Your services are to be delivered on the specified dates. As this is a contract for service you will not receive a Contract of Indefinite Duration. This arrangement is without prejudice and will commence on the date indicated in Appendix 1. As this is an arrangement for the delivery of specified services, the Unfair Dismissals Act 1977 shall not apply.

3. Remuneration: Currently rates of €250 per day for all levels has been agreed by the ETBI Directors of Further Education and Training Forum.

The following travel and subsistence rates apply:

Travel & Subsistence Rates					
Mileage Rates Per Kilometre				**Subsistence Rates**	
Distance Bands	Engine Capacity up to 1200cc	Engine Capacity 1201cc to 1500cc	Engine Capacity 1501cc and over		
Band 1 0 – 1,500 km	41.80 cent	43.40 cent	51.82 cent	**5 hours but less than 10**	**€16.29**
Band 2 1,501 – 5,500 km	72.64 cent	79.18 cent	90.63 cent	**10 hours of more**	**€39.08**
Band 3 5,501 – 25,000 km	31.78 cent	31.79 cent	39.22 cent	**Overnight**	**€167.00**
Band 4 25,001 km and over	20.56 cent	23.85 cent	25.87 cent		

Payment for services rendered will be paid as per submissions to WWETB Finance Department.

Payment for services will be made through the WWETB payroll system to ensure compliance with tax regulations and for logistical purposes. Contracted External Authenticators on WWETB payroll will be subject to taxation on T&S claims. Payment will be made by credit transfer.

4. <u>Pension:</u> The superannuation scheme as pertains to the Department of Education & Science (DES) does not apply as this is a contract for service and is not a funded post as defined by the DES.

5. <u>Vetting / Reference Checks:</u> Vetting by the National Vetting Bureau prior to your engagement may be a requirement. Should vetting be required you will be notified by the Manager of the Service and where required the process must be completed in its entirety prior to any work being carried out. If required, failure to submit relevant forms within 10 working days of your agreement to take up the work or to complete the process within the time by which your services are required will result in the offer being withdrawn and another provider will be engaged.

    It is a fundamental term of your engagement that you agree that you have made full, truthful, accurate and appropriate disclosure in reply to questions asked or information sought relating to previous contracts and/or any child welfare issues.

    Your engagement/re-engagement is conditional upon satisfactory references from organisations or from individuals on behalf of organisations who have already engaged you for the provision of services as well as obtaining prior to delivery of services satisfactory vetting disclosure if required.

    If such references are not furnished or are found to be unsatisfactory WWETB reserves the right to terminate your engagement with one week's notice in writing. The Board reserves the right to re-vet and you must be able to continue to satisfy this condition throughout your engagement.

You may be required to submit documentation in order for WWETB to set you up for payment which will also include evidence of PPS number. You should have received the list of required documentation from WWETB QA Office.

Yours sincerely,

_____
Alan O'Gorman
Quality Assurance Officer

APPENDIX 1

Waterford and Wexford ETB
External Authenticator Details of Engagement and Operating Procedures

The purpose of the authentication process is to ensure fairness, consistency and validity of assessment and of the outcome of assessment for learner results across each major, special purpose, or supplement award. The authentication process will ensure accurate and quality assured learner results.

The role of the external authenticator is to provide independent confirmation of fair and consistent assessment of learners in line with QQI requirements, WWETB Quality Assurance Procedures and national standards.

Code of Practice

The role and the standards of professionalism which external authenticators are expected to maintain are set out in the code of practice below. External authenticators must undertake to work within this code of practice.
   The external authenticator will undertake to:

- exercise the role with utmost integrity and professionalism when undertaking external authentication
- comply with QQI's FET policies and procedures specifically in relation to awards and assessment
- access the QQI Specification for the award in advance of the authentication
- fully comply with the WWETB's policies and procedures
- inform WWETB of any potential conflict of interest which may compromise the role
- communicate appropriately with WWETB
- provide constructive feedback to centre management and staff
- compile an external authentication report on time and based on an independent evaluation of the processes and procedures
- adhere to the guidelines in QQI's Quality Assuring Assessment Guidelines for External Authenticators (Version 2 Revised 2018)

QA Office Role

The QA Office will:

- Based on the estimates ,the QA Office appoints the external authenticators to the Centres
- provide contact details and agree the date and times for External Authentication with the authenticator in advance and confirm the numbers of portfolios with the External Authenticator
- ensure that the External Authenticator is set up for payment with WWETB
- inform the External Authenticator on the WWETB QA requirements
- process the external authenticator payment

Centres Role

The Centre will:

- Provide details of the award/component awards (modules) and the approximate number of portfolios to the QA Office on the Estimates Form
- will prepare for the External Authenticators visit in accordance with WWETB QA Procedures

On the day of External Authentication the centre will provide the following:

- Authentication Reports
- A copy of assessment instruments i.e. briefs/examination papers for each of the component awards
- marking schemes for specific assessment activities and outline solutions where appropriate
- the internal verification report(s)
- provide a copy of the external authentication report from the previous year for the award/component awards to the External Authenticator
- where possible, appropriate staff will be available to be contacted on the day of the visit
- assessment plans where appropriate
- authenticating learner evidence from more than one centre, details on how and where learner evidence is to be made available
- provide appropriate equipment to moderate assessment evidence produced in a multi-media format as required
- where evidence is available/stored on different drives and platforms (e.g. Office365, Moodle) will advise the external authenticator on where evidence is located

External Authenticator's Role

The External Authenticator will:

- sample a range of learner evidence using the WWETB's sampling strategy (as detailed in Appendix 1)
- moderate assessment results in accordance with standards outlined in the programme/component descriptor
- check and sign the internal verification report(s) and authenticate the findings/outcomes
- sign all Authentication Report by Learner Group by Minor Award Results sheets relating to the components moderated by that external authenticator
- provide constructive verbal and written feedback to relevant staff as appropriate
- will confirm (a) good practice (b) recommend areas for improvement in the Report. In certain situations it may (c) identify issues which may threaten the integrity of the assessment or certification process
- bring any significant irregularity or serious issue identified to the attention of the centre's principal/centre manager
- produce a word processed digital fully completed External Authentication Report and presented with a maximum of 48 hours of completion of the EA visit, using WWETB's External Authentication Report Template and sign off on results
- Be able to navigate between different drives or platforms (e.g. Office365, Moodle) if the evidence is located on such IT Systems
- Once the work is complete the external authenticator will complete the claim form. Scan the original claim form and email a copy to the QA Office
- Email a copy of the external authentication report to both the Centre Coordinator and the QA Officer alanogorman@wwetb.ie
- Once the work is complete, the external authenticator will complete the claim form, scan the original claim form and email a copy to the QA Office

Confidentiality

All information, documentation, report (s) and discussions are to be treated a confidential and for WWETB's information only.

Data Protection

Authenticators shall ensure that any personal data supplied by a WWETB Centre shall be used only for the purpose of providing the agreed external authentication services and shall not be transmitted or transferred to any third parties. Authenticators shall ensure that all such personal data shall at all times be maintained in a secure environment and that access shall be limited to those directly involved in the provision of the service.

Assessment Material (On-site EA)

All Assessment documentation including WWETB Descriptors are the property of the WWETB and may not be removed from the site by the authenticator. In the event that the authenticator inadvertently removes the assessment documentation, they should contact the Centre immediately and arrange for its return. No copies of the assessment documentation should be made or retained by the authenticator as this puts the integrity of the WWETB assessment system at risk.

Assessment Material (Remote EA)

The EA will receive login details granting permission to access all assessment material to be externally authenticated. These login details must be kept secure and not be distributed to a third party. The EA will only access those folders which have been communicated and confirmed by the centre contact. In the event that the authenticator inadvertently deletes or moves files from or within the site, they should contact the centre immediately so that the files can be restored to their original location. Should the EA download any assessment material to facilitate the authentication of the material and writing of the report, it is essential that all downloaded files are permanently deleted from the authenticator's device(s) and/or personal cloud storage location upon completion of the external authentication. No copies of the files should be made or retained by the authenticator. All files available to the EA are the property of WWETB and any retention of same puts the integrity of the WWETB assessment process at risk.

Conflict of Interest

The External Authenticator is assigned by WWETB and must be independent of the centre to which they are assigned. The Authenticator has a responsibility to inform WWETB on initial contact if there is any conflict of interest which may arise or may bring into question the integrity of the process.

External Authenticators may not be used as subject matter experts for purposes other than external authentication. Engagement of External Authenticators to implement corrective/preventative actions, re-correct or design assessments constitutes an improper use of the service.

Release Arrangements

External authenticators must confirm release arrangements where applicable with their own employer prior to agreeing to undertake an external authentication assignment.

Sampling Strategy

Sample selected should cover a range of attainment, across grades achieved. Must be sufficient in size to enable sound judgements to be made about the fairness and consistency of assessment decisions.

The following sampling strategy for WWETB will be applied by the external authenticator (all levels):

#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 the following in the sample, so as to allow the EA to determine the cut-off points between the grade: Lowest Distinction, Highest Merit, Lowest Merit, Highest Pass, Lowest Pass, Highest Unsuccessful.

It should be indicated by both the Internal Verifier and External Authenticator as to which assessment portfolios were selected as part of the sample.

Please note the following guidelines in relation to WWETB's Sampling Strategy:-

- all major/special purpose/supplemental awards areas must be authenticated every year

- components per award may be authenticated on a rolling basis (i.e. not looking at every component award every year), but must be authenticated once every two year. It is the responsibility of the Centre to record which components are authenticated and this information should be available to the External Authenticator prior to their visit

- the sample should reflect the spread of grades and borderline grades i.e. Pass, Merit, Distinction, to ensure grading criteria are being applied consistently

- if the Authenticator is moderating results from a number of assessors and programmes then the sample of evidence should reflect each assessor and each programme

- if the Authenticator is moderating results from a number of centres, the sample should reflect all centres

- new assessor judgments/decisions should be sampled at least once during the assessment cycle

- the sample must be sufficient to enable the Authenticator to make an informed judgement on the consistency of the assessment decisions in the context of the awards standards

- if significant issues are identified within a sample; the evidence for the whole cohort of learners from which the sample was taken should be reviewed by the authenticator.

I agree to the above terms of engagement and operating procedures in performing External

Authentication in _____ [Insert Centre name] on

_____ [insert date] for _____ [insert number of] days.

Signed: _____   Date: _____
          External Authenticator