WWETB Quality Assurance System
Request & Declaration for Assessment Instrument Specifications
Version 1.0 May 2019

Project/Course Title		Class Ref Number	
Postal Address			

Requested By:		Date:	

Completed forms sent to curriculumse@wwetb.ie

Assessment Instrument Specification (AIS)Title	AIS Code

I declare that:

1. This AIS request is being made for a module which is part of a course/programme that is approved for delivery by the relevant ETB Training Centre Manager.
2. Assessment events will be notified to the Training Standards Office using Assessment Schedule Form
3. The master copy of the AIS will be kept in a secure location (i.e. a safe) and only authorised personnel will have access to the AIS.
4. Photocopying of assessment documentation/instructions will be for the explicit purpose of administering assessments and the marking of same. Appropriate measures must be taken to ensure that the management of process relating to the generation or issue of copies does not comprise the integrity of the assessment process.
5. Learner instructions/documentation will be collected and recorded by the assessment supervisor/assessor at the end of an assessment.
6. The master copy will be returned at the end of the course/programme

Signature: _____   Date: _____

ATO Second Provider Contractor/Manager/Co-ordinator

TQAS-6/Request and Declaration for Common Awards AIS/V1.0