

Educ8tions Ltd.



Countersigning Policy
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Document Control

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Author: Vonley Joseph
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Change History

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0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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Educ8tions Limited

Developing People for Sustainable Careers

67-68 Hatton Garden, London EC1N 8JY

Website: www.globaleduc8tions.org

To meet with the requirements of the awarding organisation all trainee assessors and internal quality assurers will be:

Trainee assessors will be countersigned by a qualified assessor holding the appropriate Assessor or Quality Assurers award and working within the requirements of the Assessor Standards.

The countersigning assessor will complete a second line assessment document in support of their assessment and distributed as follows:

- Original copy in candidate portfolio
- Copy to trainee assessor
- Copy to be kept by countersigning assessor
- Two copies to be passed to Centre Administrator for candidate and trainee assessor records

Trainee assessor's will only be permitted to sign in their own right with no second line assessor countersigning them once their certificate has been received and the Centre Administrator has seen the original and taken a copy of noted on the copy when original seen. The External Quality Assurer will on the visit following certification require to see the original certificate. If this does not happen the assessor concerned will need to be re-countersigned until the External Quality Assurer is satisfied that the Assessor's certificate does exist.

The process for a trainee Internal Quality Assurer will be as above except against the Internal Quality Assurers Standards.

All portfolios for trainee assessor's and internal verifiers will be kept by the centre until the appropriate EQA has visited.