

Information for Prospective External Authenticators

NEW NATIONAL EXTERNAL AUTHENTICATOR PANEL – ETBI

**Please ensure you read the following information prior to
registering for a Briefing Session.**

ETBI are in the process of convening a New National External Authenticator Panel (QQI Awards) which will commence in Summer 2019.

If you wish to be considered for inclusion onto this New Panel accessible to all 16 ETBs, Step one of the process is your attendance at one of the National Briefing Sessions.

About External Authentication:

External authentication provides independent authoritative confirmation of fair and consistent assessment of learners in accordance with national standards. It establishes the credibility of the provider's assessment processes and ensures that assessment evidence has been marked in a valid and reliable way and are compliant with the requirements for the award.

External authentication is undertaken through the assignment of an independent External Authenticator (EA) by the provider for each major, special purpose and supplemental award. The EA must be independent of the centre to which they are assigned. The EA will moderate assessment results for an award or across a number of awards within a related field or sub-field of learning of the major, special purpose, supplemental award. Please see link to the ISCED Fields of Education listing click [here](#).

The EA will have subject matter expertise in the appropriate field or subfield to which they are applying for/assigned.

The outcome of the external authentication process is an external authentication report which will comment on the effectiveness of the application of the assessment process and procedures and in particular comment on the extent to which the marks/grades conform to award standards.

External Authentication Reports are retained in the Centre/ETB for monitoring and self-evaluation purposes.

The External Authenticator must declare any potential conflict of interest and maintain confidentiality at all times.

Role of EA:

The role of the EA is to provide independent confirmation of fair and consistent assessment of learners in line with QQI requirements¹ and to ensure consistency of assessment results with national standards.

EAs will:

- Perform all authentication duties in accordance with an External Authenticator Professional Code of Conduct

¹ <https://www.qqi.ie/Publications/Publications/Quality%20Assuring%20Assessment%20-%20Guidelines%20for%20Providers%20Revised%202013.pdf>

<https://www.qqi.ie/Downloads/Green%20Paper%20Assessment%20of%20Learners%20and%20Learning%20March%202018.pdf>

<http://www.qqi-qaguidelines.com/sector-spec-etb.html#sector-etb-issuu>

- Be independent and external to the programme delivery, assessment development and internal quality assurance at the centre
- Visit the Centre and meet with appropriate staff
- Moderate assessment results in accordance with the standards outlined in the award specification or validated programme (post 2017).
- Apply the sampling strategy to select the portfolios to moderate assessment results consistent with QQI requirements
- Review internal verification (IV) report(s); authenticate the findings/outcomes; and note cited evidence of IV process
- Confirm the fair and consistent assessment of learners consistent with the provider's procedures and with QQI policy on quality assuring assessment (including checking that the correct assessment instrument was used)
- Follow up on recommendations of previous External Authentication reports if appropriate
- Conduct a closing meeting with the relevant staff (if necessary, this may be completed by telephone)
- Complete a full and comprehensive External Authentication Report and submit to the relevant persons within the agreed timeline
- Adhere to provider data protection procedures
- Participate in the results approval process as per the provider's agreed procedures
- Identify any issues/irregularities in relation to the assessment process
- Recommend results for approval
- Attend the Results Approval Panel (RAP) meeting, if requested
- Produce an External Authentication Report
- Any other duties appropriate to the needs of the local ETB as may be assigned for the effective and efficient management of resources

Qualifications required for External Authenticators:

The successful candidate should possess the following **Skills, Abilities, knowledge, experience, qualifications**:

Experience

Minimum of 3 years working in the field of learning for which you are applying.

Qualifications

Relevant third level qualification or minimum Level 6 on the National Framework of Qualifications.

Other Relevant Experience

Experience of delivering subject matter training/teaching and/or 5 years relevant experience in subject matter area in Industry.

Essential

- Knowledge of the specific field of learning/vocational area being applied for
- Knowledge and understanding of the Common Awards System
- Knowledge and experience of Awards, Assessment and Standards
- Ability to communicate with Centre Coordinators, Principals, Learners and Senior Management
- Administrative and Report Writing Skills
- Excellent Information Technology Skills. (Familiarity with Microsoft Office 365 an advantage)

Desirable

- Experience of employment in the specific field of learning being applied for
- Knowledge of Quality Assurance Systems

Briefing Session for Inclusion on the New National External Authenticator Panel:

Prior to applying for inclusion on the New National External Authenticator Panel all candidates **must** attend one briefing session. The First round of Briefing sessions will take place during the weeks of 4th-8th and 11th-15th February, from 6.30pm – 8.00 pm. There will be an additional briefing session which will take place in Letterkenny, Co. Donegal on March 6th 2019. For details of sessions in your local area please click [here](#).

The briefing sessions will be co-facilitated by ETBI, FESS and the local ETB.

Topics covered at the sessions will include;

- Definition of the role of the External Authenticator
- The EA process and related ETB Quality Assurance requirements
- Requirements for the role
- Introduction to the ETB sector
- Introduction to the QQI System of awards
- Details of the recruitment process and shortlisting onto the New National External Authenticator Panel
- Operation of the New National External Authenticator Panel
- Q and A Session

Tea / Coffee will be served from 6.30 pm, and the sessions will commence at 7.00 pm.

Participants must register in advance for attendance at the briefing session. Registration is through [Eventbrite](#).

NOTE; if you are successful and are included in the New National External Authenticator Panel you will be eligible to work as an EA in ETBs other than the one in which you attend the briefing session.

Place on the Panel:

External Authenticators will **not be placed in order of merit** – those placed on the panel will be **selected according to their subject compatibility for the required employment**.

You may be contacted by any of the 16 ETB's to carry out EA work in one of their centres if and when your subject matter area is required.

By being placed on the Panel for Summer 2019-2022, you are not guaranteed employment during this period.

Applicants may be required to attend for interview.

You are required to undertake Garda Vetted.

This panel is for the specific purpose and does not give entitlements to any person placed on it.

Updating of Panel: Whilst the panel is initially established for the period 2019-2022 it may be updated or enhanced at any time during this period.

HOW TO APPLY:

Process for applying for inclusion on the New National External Authenticator Panel:

- Read this Information document to ensure you are suitably informed to apply for the role.
- Register with [Eventbrite](#) to attend a Briefing Session which will give more information on the role and responsibilities of External Authenticator. **You must attend a Briefing Session to proceed to applying for inclusion on the Panel.**
- If you then decide that you wish to apply to be included on the Panel, you should complete the Official Online Application form, the link to which will be emailed to you once you have attended the briefing.

Applications will only be accepted through the online platform; no hard copies will be accepted.

Closing Date for Applications is as follows:

- For briefing session which take place from 4th-15th February is the ***closing date for your applications is 28th February 2019 at 6.00pm.***
- For those who attend the Letterkenny, Co. Donegal briefing session on March 6th the ***closing date for your applications is 11th March 2019 at 6.00pm.***

NOTE; Any application forms submitted after the above closing dates will not be accepted.

- Shortlisting will take place.
- You may be required to attend for interview.
- Those who are successful will have to complete training with ETBI/FESS prior to being placed on the New National External Authenticator Panel.
- Training is proposed to take place in April 2019 and May 2019. Details of which will be forward to you if successful in your application.