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**Glass Qualifications Authority**

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**Assessor/Internal Verifier Licence Request Form**

<p><b>Name of Centre:</b></p>  <p><b>Head Office Location:</b></p>	<p>The members of the assessment team detailed below have the appropriate occupational background. Please supply licences and invoice at the agreed rate.</p> <p>Authorised Person*: _____ Signature: _____</p> <p>Centre No: AC/ _____ Date: _____ Purchase Ref*: _____ Purchase Order Amount £ _____</p> <p><b>* SEE OVERLEAF FOR GUIDANCE</b> <span style="float: right;"><b>NB. This form can only be actioned when authorised by a GQA EV</b></span></p>
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	Surname	Forename (and other initials)	Date of Birth			Sex M/F	EO	Assessor/Verifier Qualification *			A/V Awarding Body *	Licence Status *	Licenced Role *	Qualifications for which licence applies *	GQA USE ONLY
			D	M	Y										

<b>FOR COMPLETION BY GQA EXTERNAL VERIFIERS</b>	
<b>Licence commencement date(s)</b>	
<b><u>GQA USE ONLY</u></b>	I verify that the members of the centre assessment team listed above have the appropriate occupational background and should be issued with new/replacement licences as indicated:
Date received: _____	EV Name: _____ EV Signature: _____ Date: _____

## Notes for the Completion of the Assessor/Internal Verifier Licence Request Form

- 1 **Name of Centre and Head Office Location**  
Licences and invoices will be forwarded to the head office address (unless alternative special arrangements have been agreed)
- 2 **The Authorised Person** must arrange for the completion of the form and sign the form. **NB** the centre must advise GQA in writing, the names of ‘Authorised Persons’
- 3 **Purchase Ref**  
This is for use by the Centre if its procedures require any GQA invoice to contain a purchase order number.
- 4 **Ethnic Origin**  
Please indicate using the following categories:  

<b>1 = Bangladeshi</b>	<b>2 = Black African</b>	<b>3 = Black Caribbean</b>	<b>4 = Black-other</b>	<b>5 = Chinese</b>	<b>6 = Indian</b>
<b>7 = Pakistani</b>	<b>8 = White</b>	<b>9 = Other Asian</b>	<b>98 = Other</b>	<b>99 = Not known</b>	

  
NB If not completed, then for administration purposes code ‘99’ will be assumed
- 5 **Assessor/Verifier Qualifications**  
The three columns will allow you to enter current or proposed qualifications e.g. **D32 (Q)**, **D33 (Q)**, **D34 (Q)** or **A1 (W or Q)**, **A2 (W or Q)**, **V1 (W or Q)**, etc  
**W** = Working towards, **Q** = Qualified. NB An appropriate GQA updating/compliance form must be completed if the assessor /verifier qualifications are not the current qualifications e.g. A1, A2 or V1
- 6 **A/V Awards - Awarding Body**  
The assessor and verifier qualifications can be awarded by a variety of Awarding Bodies e.g. ETA, GQA, and OCR etc. The initials of the Awarding Body that will issue (or have issued) the certificate(s) should be entered.
- 7 **Licence Status**  
A licence number will be allocated to each individual assessor/internal verifier for the Approved Centre he/she is assigned to and the status of the licence stated (i.e. provisional or full). If a full licence is requested for an individual who has achieved their qualification via another Awarding Body, the EV must ensure that a copy of the relevant certificate is forwarded to GQA (before the licence is issued). A permanent licence number will be allocated in respect of full licences.  
  
A licence can only be:     **P** = Provisional   **F** = Full   **PR** = Provisional Renewal   **FR** = Full Renewal
- 8 **Provisional and Full Licences**  
If the same individual requires both a provisional licence (e.g. as IV) and a full licence (e.g. as an assessor), two requests/lines must be completed
- 9 **Licensed Role**  
A licence can relate to ‘A’ and/or ‘IV’. NB someone holding A1 and V1 may be licenced as say only an ‘IV’ (as he/she may not have the occupational background to be and Assessor). A licenced role can be A (assessor), IV (Internal Verifier or A & IV (Assessor and Internal Verifier)
- 10 **Qualifications for which the licence applies**  
The information in this column should be a qualification(s) for which the Centre is approved and should be identified by its national identification reference issued by the regulatory body.

**If you have any difficulty in completing the form, please contact the GQA Head Office on**

**Tel: 0114 2720033 or Fax: 0114 2720060 e-mail: [info@gqaqualifications.com](mailto:info@gqaqualifications.com)**