

Procedure: Pre-engagement of External Authenticators

Policy Area: S6: Assessment of Learners

Purpose: The purpose of this procedure is to explain the process for the pre-engagement of External Authenticators within LWETB

Scope: This procedure applies to all External Authenticators conducting the authentication process within LWETB FET centres.

LWETB Staff involved:	FETQS TSO Payroll HR	Others Involved	Stakeholders
Related Documents	EA Procedure Internal Management of EA Appointment EA Contract of Engagement EA Contract of Employment	Related Templates	Appendix A Appendix B EA Report Template EA Invoice Template

Approach used to carry out the procedure		Responsibility	Evidence
SECTION 1: PRE-ENGAGEMENT			
1.1	<p>Steps taken:</p> <ul style="list-style-type: none"> FETQS/TSO will confirm with the HR Department the number of EAs required to complete the recruitment process. The EAs required must be identified from the ETBI Panel. FETQS/TSO unit will engage with EAs using <ul style="list-style-type: none"> Step 1 – an invitation via email (see Appendix A below) to confirm inclusion on LWETB Panel Step 2 - An expression of interest form will be emailed to EAs who are interested in forming part of the LWETB EA panel 	FETQS/TSO	Emails

	<ul style="list-style-type: none"> Following receipt of completed expression of interest forms, reference checks will be carried out by the appropriate FETQS/TSO (Two reference checks are required – to be completed by a manager or their nominee at appropriate level) Completed reference checks and expression of interest forms are emailed to recruitment@lwetb.ie. HR will continue with the recruitment process from this point. 		
SECTION 2: PRE/EMPLOYMENT DOCUMENTATION/EVIDENCE			
2.1	<p><u>Retain:</u></p> <ul style="list-style-type: none"> Email of confirmation of engagement Expression of Interest Form Reference checks x 2 Record of start date – if known 	FETQS/TSO	Emails
SECTION 3: RECRUITMENT AND EMPLOYMENT DEPARTMENT DOCUMENTATION			
3.1	<p>Steps taken:</p> <p>1) A Letter of Engagement and a request for documentation will be emailed to the EA (including relevant forms for completion).</p> <p>Documentation required is:</p> <p><i>(a-e are retained on personnel file)</i></p> <ul style="list-style-type: none"> a. Documentary evidence of Qualifications b. Pay Mandate 	LWETB Recruitment and Employment Department	Emails

	<p>c. Garda Vetting Application docs (Form NVB1, Proof of ID and Proof of current Address, recent Teaching Council Garda Vetting Approval can be used)</p> <p>d. Form of Undertaking (to be signed by EA and FETQS/TSO)</p> <p>e. Statutory Declaration</p> <p><i>The Letter of Engagement will also include reference to pay being subject to relevant revenue deductions.</i></p> <p>2) Once documentation is received and Garda Vetting is cleared, the FETQS/TSO Team will be notified that pre-engagement is complete.</p> <p>3) The EA contact details, their experience and qualifications will be placed within the designated LWETB EA Panel TEAMS which will be accessed by both FETQS and TSO.</p> <p>4) LWETB Email address created, log in details are issued to EA and list of email addresses sent to FETQS/TSO</p> <p>5) A shared Outlook calendar will be used by both FETQS and TSO to conduct the bookings of EAs for both FE&T.</p> <p>6) Once EA's are booked FETQS/TSO notify recruitment of start date in order for recruitment to add to the new starter file. Payroll will process from here.</p>	<p>FETQS</p> <p>Centre Manager/Coordinator</p>	
SECTION 4: PAYROLL DEPARTMENT/FETQS/TSO – EA PAYMENTS			
4.1	Steps to be completed by FETQS/TSO and Payroll		

	<ol style="list-style-type: none"> 1) FETQS/TSO to inform HR of the EA start date 2) HR will then inform payroll to set up the EA on the PTT system 3) FETQS/TSO will create a contract within the PTT for the EA 4) Once work is completed the EA will issue their invoice to eapanel@lwetb.ie which will include basic pay, and travel and subsistence, if applicable. 5) FETQS/TSO will input the basic pay into the PTT and submit it to Payroll. 6) Once reviewed the invoice will then be emailed by FETQS/TSO to payroll for payment of any outstanding amount (travel and subsistence). 7) Invoices must be received by the fourth (4th) day of each month in order to be paid and processed by the nineteenth (19th) of the month. These dates are subject to the information received being accurate, and no issues are identified. 	FETQS/TSO Payroll Dept	Emails PTT system/contract Emails, record of invoices
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FETQS Internal Review:

Procedure Review			
Review Date:	21 st April 2023	Review Log & Reason for Update:	
Version:	1.0	Quality System Index Code:	PR17
Appendix Overview:			
Appendix Txx:		Appendix Txx:	

Appendix A

Good afternoon

I hope this email finds you well.

LWETB are using a new FET quality assurance system and as such, we are working to establish an External Authenticator panel for use over the next two years from 2021 – 2023.

A general overview of the details we require for inclusion on this panel includes:

- Garda Vetting
- Reference checking
- Qualification checking
- Subject matter expertise confirmation

Please be advised that LWETB will carry out the above processes, should you wish to be included on this panel.

As we are aiming to have this panel in place before the next certification period, we would appreciate it if you would confirm your interest. Please do this by return email before 5pm on *date*.

Please note, as per Revenue guidelines, payment of the daily rate and travel and subsistence will be processed through payroll and is, therefore, subject to relevant revenue deductions.

If you require any further information or would like us to contact you, please let us know.

Thank you

Appendix B

Good afternoon

Thank you for indicating that you wish to be considered for inclusion on the LWETB External Authentication panel. We can now move to stage two of this process.

Please find attached the Expression of Interest form that we ask you to complete and return by email by Friday XXX of XXX.

Once your details and references are checked, we can then move to Stage 3, where our Recruitment Department will be in touch directly in relation to the following:

- Documentary evidence of Qualifications
- Pay Mandate
- Garda Vetting Application documents (Form NVB1, Proof of ID and Proof of Address)
- Form of Undertaking (to be signed by EA and CEF QA)
- Statutory Declaration

Should you have any questions on this process, please email us to eapanel@lwetb.ie

Thank you