

The Scheme for Training New Inspectors

Outline of the training programme

1	Familiarisation with Version 7.2: Inspection Manual and Handbook for Inspectors Quiz to be completed and submitted to Director of Accreditation	23 June- 6 July by 7 July
2	Follow-up sessions with Director of Accreditation	the week of 12-15 July
3	Input sessions combined with practical tasks delivered by members of the Accreditation Panel covering the following areas: <ul style="list-style-type: none"> • Inspections: formats and scenarios, principles and procedures, planning, conducting and report writing • Grading scheme, application of standards and indicators • Academic Management: evaluation of course design, delivery and student assessment 	19-21 July 3 days, two 60-minute sessions per day
4	Follow-up standardisation assignments to be completed and submitted to Director of Accreditation	by 13 August
5	Feedback on tasks: sessions with Director of Accreditation	the week of 23-27 August
6	Eaquals accreditation portfolio: the Scheme for HEI and the Scheme to Accredite Providers of Online Programmes: webinars delivered by Director of Accreditation	30 and 31 August
7	Shadowing an online inspection	September-March 2022
8	On-the-job training: carrying out a full inspection with a mentor inspector followed by written feedback by the mentor on the performance of the inspector-in-training; inspector-in- training will receive a fee of 250 EUR per inspection day, daily subsistence and reimbursement of travel expenses	January – June 2022

Optional: participation in the Training Day for Inspectors: Eaquals annual conference **21 October Belfast**

Requirements for appointment

1. All written assignments must be completed successfully and in a timely manner
2. Attendance at online sessions is compulsory
3. Shadowing an online inspection is a requirement
4. Successful completion of on-the-job training as co-inspector in an Eaquals inspection

Appointment

- A letter of appointment will be issued by the Director of Accreditation and Consultancy, subject to the successful completion of all the above requirements and the recommendation of the mentor inspector.
- Appointment is valid for 2 years.