**Personnel Change Declaration (Tutors, Evaluators, Verifiers, Peer Reviewers)**

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| --- | --- |
| Contract Number: | Course Title: |
| Contractor’s name: |  |

You must immediately notify the ETB of any emergency short term cover (i.e. illness etc). The maximum emergency short term cover allowed is 3 days. The PPS number must be given to the ETB and they must not be an excluded tutor. For cover greater than 3 days, the standard tutor forms must be completed and submitted to the ETB.

**Table 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Person | Replacement Person | Assigned Module  or role | Effective Date |
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|  |  |  |  |

**Note**: Replacements must match or exceed the commitments made in the Invitation to Tender submission and must submit individual declarations.

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| **I declare that:** | **Initials** |
| 1. I have verified the authenticity of the qualifications (attached with a copy of Curriculum Vitae) for the replacement persons listed in Table 1. |  |
| 1. I have verified that replacement Tutors have the appropriate qualifications and meet any applicable requirements of the awarding body to deliver the modules assigned. |  |
| 1. I have verified the authenticity of the qualifications for replacement Verifiers and Peer Reviewers assigned to the Course. |  |
| 1. Replacement Tutors have been supplied with a copy of the Training Programme Specification. |  |
| 1. Replacement Tutors have been briefed on the assessment requirements and procedures relating to the Course as set out in the Training and Assessment Specifications. |  |
| 1. Replacement Tutors have been briefed on the monitoring requirements to be carried out by the Contractor and ETB and have agreed to same. Monitoring will be carried out in accordance with ETB’s requirements. |  |
| 1. Tutor, Monitor, Verifier and Peer Reviewer Declaration (as appropriate) are attached. |  |

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| **Declaration[[1]](#footnote-1)** |

I hereby declare that the information provided by me this Declaration is correct and accurate.

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| I agree that failure to complete any section above or failure to attach copies of qualifications will disqualify the Contractor from being considered for delivering the Course.  Signature of Contractor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Tutor, Monitor, Verifier and Peer Reviewer Details:**

Revised List of tutors assigned to the contract:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tutor’s name | Module (that the tutor will be delivering) | Module Duration (that the tutor will be delivering) | Pedagogical Qualification | Pedagogical years of experience post qualification | Professional Qualification | Professional years of experience | Status of Tutor (employee, sub-contractor, other). If ‘other’ please specify | Grade of Tutor  (Junior,  Intermediate,  Senior) | **For ETB**  **use only**  Tutor meets the commitment made |
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| --- | --- | --- |
| Monitor’s name | Pedagogical Qualification | Pedagogical years of experience post qualification |
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| --- | --- | --- |
| Verifier’s name | Assessment | Pedagogical Qualification |
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| --- | --- | --- | --- | --- | --- |
| Peer Reviewer’s name | Assessment | Pedagogical Qualification | Pedagogical years of experience post qualification | Professional Qualification | Professional Years of experience |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Attach copies for all the listed qualifications above.

1. Please refer to notes section overleaf before completing this document. [↑](#footnote-ref-1)