**Training provider’s information about the BER assessor training course1**

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| 1. Institution and Course details
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| Name of Institution: |  |
| Registration address: |  |
| Course delivery location(s):(if different from the above) |  |
| Website (for display on SEAI website)  |  |
| Email address: |  |
| Contact number: |  |
| Course Manager:  |  |
| Course Trainer(s):  |  |
| Contact for course information:  |  |
| Max number of students in class: |  |
| Course cost:  |  |
| Contact details of appointed external authenticator: |  |

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| 1. Course duration
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| Elapsed course duration: |  |
| Contact time:  |  |
| Learning hours: \* |  |
| Describe how the programme’s hours facilitate the student to achieve and demonstrate the intended programme learning outcomes:  |  |
| 1. Information about trainers (include CVs)
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| 1. Admission policy
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| 1. Examination Policy
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| 1. Training Materials
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| 1. After Care
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**Notes1**

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| Course cost | The standard charge to course participants |
| Contact details of appointed external authenticator: | Providers are required to appoint an external authenticator. The external authenticator reviews the programme, marking sheets, assessment resource and a sample of learner’s graded papers.  |
| Elapsed course duration | The number of days from first to last lecture (not including examination) |
| Contact time | The number of days/hours that the student will attend the course |
| Learning hours\* | The number of hours that the provider expects learners to devote to the course including home study and direct contact learning but excluding examination time |
| Information about trainers | Brief statement of the qualifications, teaching experience and energy/building/construction experience of the trainers. Please include CVs.  |
| Admissions policy | Minimum qualification level required of course participants and the validation method |
| Examination policy | Statement of how the examinations are structured, when they take place, and the institution’s policy in respect of repeats |
| Training materials | Description of the material provided to the learners in addition to the SEAI methodology documents |
| After care | The facilities, if any, provided to learners after they have completed the course |

***\*QQI guidance indicates:***

* ***150 learning hours for a Level 6 minor award. This includes contact teaching hours, self-directed learning, and completion of assignments and examinations****.*
* ***Contact teaching hours ranging from 50 to 130 hours and the self-directed learning hours ranging from 20 to 100 hours.***