

Industrial Supervisor Authority

Please read guidance notes overleaf before entering details

Industrial Supervisor Details:

Name:

Address:
.....
.....

Company:
.....
..... Tel No:

Position/Post:

Brief details of qualifications and work experience:

Signature:

Date:

Candidates Details

Name:

Address:
.....
.....

Company:
.....
..... Tel No:

Authorisation (For A-1 Technical Training use only)

Authorised by:

Signature:

Date:

Note:

A copy of this Industrial Supervisor's authority must be sent to A-1 Technical Training **before** the student begins the relevant sections of the unit, in order that authorisation to act in this capacity can be granted.

Definition of Role of Industrial Supervisor overseeing HNC candidates

The industrial supervisor may be the intended candidates Line Manager/Training Manager or a an other who is in a responsible technical/managerial capacity/position. It is not a requirement that the industrial supervisor works for the same company as the candidate.

The main role of the industrial supervisor is to arrange/organize overseeing **the invigilation** of the end of units Tests.

The purpose of this document is to give authority to a suitably qualified and experienced person to act as a supervisor for a candidate undertaking an assessed course of study. A supervisor acting in this capacity is standing as guarantor that the performance criteria claimed by the candidate have been fully satisfied.

In order to act as an industrial supervisor several points should be noted:

1. The candidate should brief the supervisor on the activities concerned/performance criteria.
2. The supervisor should liaise with the candidate's tutor/assessor regarding the extent of their role.
3. The function of the supervisor is to verify and report that the candidate has completed the activities in accordance with the prescribed standards.
4. The supervisor must personally vouch for the authenticity of the evidence and is not at liberty to accept the statement of a third party.
6. Any tangible evidence generated should be passed to the A-1 Technical Training centre and retained by them for verification purposes.
7. The candidate and supervisor should not be related.
8. When the candidate's completes the end of unit Tests. They are then sent to A-1 Technical Training, as well as the Supervisor's Authorisation form.

If any assistance is required in this matter, please contact the candidate's regular tutor/assessor, or A-1 Technical Training at the following address:

HN Course Manager
A-1 Technical Training
Logis-Tech associates
140 Boyd Street
Crosshill
Glasgow
G42 8TP
UK

Tel No: 0141 423 6911