NI INTERCHANGE SCHEME

**Candidate Proforma**

The following information will enable the host organisation to select the most appropriate candidate for the specified opportunity.

Grade 6 – Inspector (Full-time) - Education and Training Inspectorate (ETI)

# Title of

**Opportunity**

**(Please include Reference**

**Number IC - -/- -)**

1. **Candidate details**

Name

Job title

Organisation/

Department

Address

Telephone

Number

Email

1. **Please demonstrate how you meet the qualification and skills requirements identified for the post, including any experience as an ETI Associate Assessor (AA) or former ETI Inspector. Using no more than 1000 words in total, candidates should address each skill requirement individually.**
2. **Please provide a brief summary (no more than 1000 words) of your experience of self-evaluation, using data effectively, evaluating provision and motivating teams to effect demonstrable organisation improvement.**
3. **Please give a brief summary below of your career history to date, including all specific dates (in no more than 1000 words).**

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1. **Please indicate (500 words) if you have attended ETI AA training and your knowledge of the new Empowering Improvement Inspection Framework.**
2. **Please provide details of your teacher training qualification which meets the requirement for recognition to teach in grant-aided schools or further education colleges in Northern Ireland.**
3. **Please confirm that you have access to a suitable form of transport (as required for the post).**

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1. **What contribution will your participation on the Interchange Opportunity make to your personal development?**

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1. **What contribution will your participation on the Interchange Opportunity make to your Organisation/Department’s business objectives and capacity to empower improvement?**

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1. **Candidate / GDPR**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**To allow your application to be considered you must confirm that you have read the NICSHR privacy notice available here** [**https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notices**](https://www.finance-ni.gov.uk/publications/nics-hr-privacy-notices) **by ticking this box:**



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**You have completed your part of the Candidate Proforma. Your Line Manager must now complete Section 11.**

1. **For completion by Individual’s Line Manager**

Please provide details of how the individual’s participation on the Interchange

Opportunity will be of benefit to your Organisation/Department.

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Are you prepared to release the individual for the time required? Yes No

**Line Manager Signature**

Signed

Email

Date

**You have completed your part of the Candidate Proforma. Please forward to your Interchange Manager (Employing Authority/Interchange Partner organisation).**

1. **For completion by the Individual’s Interchange Manager (HR Dept)**

**Once you have checked that the Candidate Proforma has been fully completed by the candidate and Line Manager please enter your contact information and sign below.**

**In endorsing this application you are confirming that the applicant will have a permanent post to return to with your organisation at the end of the secondment period in the event this application is successful.**

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**Signed**

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**Email**

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**Address**

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**Date**

**Information for candidates:**

**It is the responsibility of the candidate to ensure that the completed proforma is sent to their Interchange Manager/Employing Authority in sufficient time to allow for endorsement.**

**Further information: If you would like further information on the roles, or application approvals required please contact the Inspection Services Team at**

[**ETI@education-ni.gov.uk**](mailto:ETI@education-ni.gov.uk)**.**

**Completed Candidate Proforma must be sent by email to:**

[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**You should only apply if you intend to take it up this opportunity, should you be successful. Withdrawal after offer is unfair to other candidates and causes a great deal of unnecessary work.**