

ALERT REPORT

This form may be used by individuals or organisations to report any alerts, issues or incidents encountered relating to the delivery or assurance of the end point assessment services linked to apprenticeship standards, for which NSAR is the recognised EQA. All alerts reported will be reviewed, investigated and, where deemed appropriate, reported to the Institute for Apprenticeships.

NSAR will endeavour to follow all alerts raised through to resolution where possible. It may not be appropriate to communicate externally the specific action(s) taken following an investigation; however, the reporting individual or organisation will be advised as to when the investigation has been concluded.

Whilst we cannot provide a guarantee on how long it will take to investigate any issues raised; we will look to confirm receipt of your alert report within ten working days.

Please send any completed alert report(s) to ega_alerts@nsar.co.uk.

DATE ISSUE IS BEING RAISED	
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ORGANISATION DETAILS

Please provide your contact details below. The details provided will be used for all communications with you relating to this alert report.

NAME	
ORGANISATION	
ORGANISATION ADDRESS:	
EMAIL ADDRESS:	
TELEPHONE NUMBER	

ALERT DESCRIPTION

Please provide details of the alert or issue that you would like to report below. Please try to be specific as possible and provide supporting evidence to substantiate your concerns and aid investigation where appropriate and available.

WHEN WAS THE ISSUE IDENTIFIED?	
WHAT IS THE ISSUE AND HOW DOES IT PRESENT ITSELF?	
PLEASE DESCRIBE THE NATURE OF RISK AND POTENTIAL IMPACT:	

<p>WHAT ADVICE DO YOU REQUIRE AND/OR WHAT IS THE DESIRED RESOLUTION TO THE ISSUE?</p>	
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Please send your completed alert report to the NSAR EQA Team at ega_alerts@nsar.co.uk for investigation. A member of the team will confirm all parts are completed as required, seeking clarifying information where required, and provide the details of when a review will be scheduled.

NSAR TO COMPLETE | STAGE 1 REVIEW

The section below should be completed by an NSAR EQA Representative once the Alert has been deemed to be complete and appropriate for investigation.

Name	Title	Date Investigation Confirmed	Alert Reference No.