

# Preparing for a Remote Approval Review

Version 1 October 2020



We want your remote approval review to be a positive experience therefore, to ensure this runs as smoothly and efficiently as possible, you should visit [Qualhub](#) and read all associated supporting documents to help you to prepare for your approval review. The [User Guide to our Centre Approval Report](#) outlines the criteria on the report and the evidence you could supply to meet each criterion.

**3 days prior** to your agreed approval date, you must send all evidence to your EQA using the Serv-U link supplied by your EQA. Serv-U is NCFE's secure file sharing platform.

It's important that you are fully prepared for your approval review and all information is sent to your EQA within the specified timescales. Any delays or missing evidence may result in:

- a delay to gaining approval
- a delay in receiving your approval report
- your approval being rescheduled
- actions on your approval review report
- a cancellation charge.

### **Sending information through Serv-U**

All evidence must be shared electronically through NCFE's secure file sharing platform (Serv-U).

Your EQA will send you a Serv-U link to request the files. This link will be password protected and you will be sent the password separately.

Before you start to upload your files, you must ensure you have all the evidence required, as per, [the Centre Approval Checklist for Centres](#) document.

To help the EQA to locate the information, you'll need to create 4 separate folders on your computer, as labelled below. Each folder must include the information for each section as specified in the [User Guide to our Centre Approval Report](#) document.

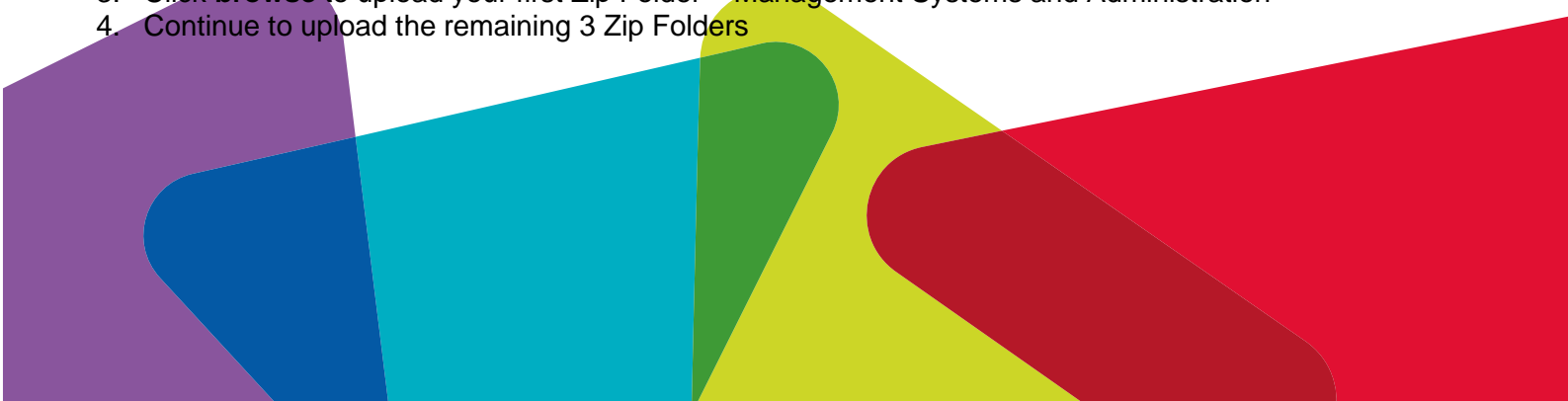
- Management Systems and Administration
- Resources
- Assessment
- Internal Quality Assurance

Files and folders must be:

- clearly labelled, making it evident what the document is and which area it relates to
- uploaded in full, rather than separate pages. Where documents are scanned, the pages must be uploaded the correct way up and must be of good quality
- Zip Folders, this will enable you to upload evidence much quicker.

### **Uploading the evidence to Serv-U**

1. Locate the email from your EQA with the Serv-U link
2. Copy and paste the link to your browser
3. Click **browse** to upload your first Zip Folder – **Management Systems and Administration**
4. Continue to upload the remaining 3 Zip Folders



## Welcome

You have temporary access to Serv-U File Sharing to upload files. Access to upload files will expire on 21/09/2020 at 00:00:00. The files you upload will be made available to [Kelly Graham](#).


Select your file(s) to upload

|    |  |  |
|----|--|--|
| 1. | <input type="text" value="Zip File 1 - Management Systems and Administration.docx"/> | <input type="button" value="Browse..."/> |
| 2. | <input type="text" value="No file selected"/>  | <input type="button" value="Browse..."/> |
| 3. | <input type="text" value="No file selected"/>  | <input type="button" value="Browse..."/> |
| 4. | <input type="text" value="No file selected"/>  | <input type="button" value="Browse..."/> |
| 5. | <input type="text" value="No file selected"/>  | <input type="button" value="Browse..."/> |

5. The confirmation screen below shows that the files have been successfully uploaded. Your EQA will be notified that the files are available.

## File Upload Confirmation

The following file was successfully uploaded and sent to [Kelly Graham](#) on 14/09/2020 at 14:26:11

1  Zip File 1 - Management Systems and Administration.docx

Need to send more files to Kelly Graham?

6. If you need to send more files. Select 'Select more files' and follow the steps above.

## File Upload Confirmation

The following file was successfully uploaded and sent to [Kelly Graham](#) on 14/09/2020 at 14:26:11

1  Zip File 1 - Management Systems and Administration.docx

Need to send more files to Kelly Graham?

If you're finished, please close this window.

