

## **COMPULSORY SITE VISIT GUIDELINES – EARLY CHILDHOOD TEACHER VALIDATION PROCESS.**

1. Discussion and questions undertaken on site visits will be restricted to the content of the application and related explanations.
2. The purpose of site visits is not to inspect the services or to evaluate teaching performance.
3. The role of the validator is to discuss the validation non-unanimous views in the context of the application material.
4. The employer, nor any other third party, must not be present at the site visit meeting between teacher and validator.
5. Validators should feel safe at all times and are free to withdraw and contact Vetassess immediately if they feel compromised.
6. Validators who have conducted the initial assessment will not participate in the site visit to the applicant where the assessment is not unanimous.
7. The full application will be made available to the validator prior to the visit.
8. No new material will be introduced to the application.
9. The recommendation of the site visit validator will be communicated in writing to the employer subsequent to the site visit with a similar letter to the employee.
10. Applicants are not to make contact with the validator outside the site visit.
11. Information about the site visit and arrangements for the time of the site visit will be made through Vetassess, not directly with the validator.
12. Where personal or interpersonal factors, not relevant to the assessment may arise, these will be declared by the validator.