



Dubai Quality Award Assessor Application Form - <2017>

(Please type in your details and send us a scanned copy by email to dqa@dubaided.gov.ae)

First name:		Surname:						
Mobile :		Telephone:						
Email :		Fax:						
Nationality :		Date of birth:						
Organisation Name:		Current Position in your Organisation :						
Total Number of Employees reporting to you :		Employer's Specialisation or main business activities:						
Total Number of Employees (in Dubai):		Total Number of Branches in Dubai:						
Employer's Address:								
Languages Level of proficiency: (Please tick as Appropriate)	Languages	Mother Tongue	Reading			Writing		
			Low	Avg.	High	Low	Avg.	High
	Arabic							
	English							
	Others (1).....							

Office Use Only:	Comments:	Acceptance	Assessor No.
		YES / NO	

Please summarise the positions held by you during the past 5 years only.

(With the most recent position first):

<p>(1) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(2) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(3) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

The Main Academic and Professional Qualifications (not more than 4)

(Include membership of professional institutions for example: Institute of Quality Assurance, Institute of Marketing, American Quality Association, etc.)

Main Academic and / or Professional Qualifications Only (Please do not use abbreviations)	Date Achieved
1.	
2.	
3.	
4.	

Please send us scanned copies of key certificates by email on dqa@dubaided.gov.ae

The Main and Most Recent Training Attended in the last 3 years (not more than 5)

(Please indicate below any relevant training received during the last 3 years only).

Main Training Attended Only	Date
1.	
2.	
3.	
4.	
5.	

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Please List: Any Previous Assessor experience if available (e.g. DQA, SKEA, MRM, Baldrige, BQF, EFQM, etc)

	Award's name	Date of Assessment	Place of Assessment	Place of Assessment (Assessors / Team Leader)
1				
2				
3				

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Personal Statements

Please summarise (in less than 5 lines only) each of the following:

1. Why should you be selected as an Assessor of the Dubai Quality Award?
2. Can you dedicate "Quality Time" for this Process? If so, please state how.
3. Is there any specialty that you will bring to the assessment team? If yes, please explain the same.
4. Will your organisation use your new skills? Please clarify.

Please write in the box provided below (use a separate sheet of paper if required):

1.	
2.	
3.	
4.	

Your Availability:

Please indicate your availability as follows :	Available	Not Available
Are you available during Oct/Nov 2017 to receive the training?		
Are you available from Dec 2017 – Feb 2018 to conduct the assessments with your team?		
Are you available during March 2018 to conclude the assessments and feedback status?		

Important notes:

Approval from your employer is important. Before signing, please read through the following important notes:

- (1) Applicants will be required to attend 4 days training during October and November, 3 days for the new assessors training in October and 1day with their teams in November (as per the time frames indicated).
- (2) The training will be delivered in English and, therefore, a good command of the English language is expected, both, in reading and writing.
- (3) Before the training commences, all candidates will be required to study and assess a 50-page document representing a fictitious case study which will be given to you at least 25-30 days before the course. The case is written in English. The score and pre course analysis is an integral part of the training process which must reach us at least one week before training commences. **Candidates that do not send back their workbooks will not be allowed to take the training. All New Assessors selected will be charged AED 1000, for their training fee.**
- (4) Whilst you will work under the supervision of a team leader, the applicants are expected to serve in a team of assessors with the responsibility to evaluate and to score only one submission. That must be conducted between December and February the following year.
- (5) Each single Assessment requires at least 75 hours of private work, plus one day for pre site visit meeting, two full days for consensus meeting. In addition, Assessors will also require at least two to three days for site visits. **This would be mean a total commitment of around 9 working days including the training and assessment, most of which would be during working days and a few meetings might be on weekends.**
- (6) Consensus meetings must be held in the morning, preferably at the DED Office (on week days during working hours) or a location convenient to the assessment team. Site visits must be held in the morning at the applicants site.
- (7) This work is completely voluntary. No fees will be paid to new assessors, however, an honorarium is paid to senior assessors and team leaders only. New assessors work will be recognised by the Dubai Quality Award Secretariat and certificates will be awarded to each assessor, for attending the training and for conducting the assessment. The training will be conducted by an internationally certified trainer.

Applicant’s Signature (Acknowledging the Above Responsibility):

Applicant’s Name:

Position:

Applicant’s Signature: **Date:**

Approval by Your Immediate Manager: (or a senior manager acting on his behalf in his/her absence):

I have read the above important notes and I have no objection to the participation of the above named applicant.

Manager’s Name:

Position:**email:**

Manager’s Signature: **Date:**

Completed Forms should be emailed back to:

Business Excellence Department, Department of Economic Development, P.O. Box 13223, Dubai, UAE
Email: dqa@dubaided.gov.ae , for further details please contact: **Telephone: 04-4455833.**