
Verifier best practice

Competenz verifiers play an important role in quality assessment practice. Verifiers may confirm the evidence submitted to the assessor is the work of the trainee/apprentice and that it meets organisational policy and procedure. The assessor then decides if the evidence meets unit standard competency requirements.



A verifier must

Know the learner and their work

Liaise with the assessor

Be employed in the same workplace as the learner

Understand assessment process and requirements

Have experience, skills and knowledge that are valued in your industry/workplace

Authenticate naturally occurring evidence

Understand workplace operational policy and procedure

Provide constructive feedback

Verify evidence before it is handed to the assessor

Verifier process

1 Talk to the assessor

To plan what is required and the unit standards involved.

2 Pre-assessment meeting with trainee/apprentice

What evidence is required? Where and when will this take place?

3 Gather evidence

Authenticate any documents by signing and dating each page.
Complete all required verification.

4 Provide positive and constructive feedback

To the trainee/apprentice.

5 Handover verified evidence

To assessor with feedback and make comments/attestation on verification documentation if required.
