

# 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

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**Know the learner and their work**

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**Liaise with the assessor**

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**Be employed in the same workplace as the learner**

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**Understand assessment process and requirements**

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

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**Authenticate naturally occurring evidence**

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**Understand workplace operational policy and procedure**

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**Provide constructive feedback**

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**Verify evidence before it is handed to the assessor**

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# 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.

## 4. Provide positive and constructive feedback

To the trainee/apprentice

## 5. Handover verified evidence

To assessor with feedback and make comments/attestation