

## QUALITY MANAGEMENT

Number Seven:

### **EVIDENCE VERIFICATION (use of Evidence Verifiers)**

#### **POLICY & PROCEDURE**

Skills Active encourages the use of evidence verifiers as it assists the assessor (workplace, roving, registrar and provider) to gain assessment sufficiency.

In all cases where an evidence verifier is used, the assessor retains responsibility for ensuring assessment standards are met. The assessor reports the credit – either to Skills Active or to their organisation if they are provider-based.

Assessors using evidence verifiers need to ensure that their evidence verifiers know the following in advance of the assessment activity:

- Tasks they are verifying evidence for
- Standards required to confirm competency
- Timeframes over which the evidence verification will occur
- How the evidence should be recorded
- The reporting requirements e.g. to whom, timeline, etc.
- For each unit or set of integrated units 10% assessment evidence must be retained for a minimum period of two years.
- An Evidence Verification Form is available for use, if a record of the assessment verification is required.