

# ONLINE EVIDENCE VERIFIER COURSE



Active Careers through  
On-Job Qualifications

This course is for people identified by an assessor to assist in workplace assessment observations

## WHAT IS AN EVIDENCE VERIFIER?

Evidence verification is one part of the overall assessment process for workplace qualifications. It provides a way for evidence to be collected for the assessment of your staff who are working towards qualifications.

An evidence verifier is typically used in situations where an assessor is not present while your staff carry out assessment tasks, or the evidence verifier rather is better positioned to observe the staff member and gather evidence for the assessor, of them consistently and repeatedly performing assessment tasks.

Assessors also use evidence verifiers to confirm authenticity of trainee evidence and to ensure that the trainee's practice is in accordance with workplace policies and procedures.

The evidence verifier will work closely with the assessor, who will make the final assessment decision.



## BECOMING AN EVIDENCE VERIFIER

You've been asked to become an evidence verifier by an assessor, do you have:

- ✓ staff members completing qualifications with Skills Active?
- ✓ a sound understanding of the trainee's role and required skills, and has had experience in the same or similar roles?
- ✓ a sound knowledge of the trainee's workplace policies, procedures and expected standards?
- ✓ the time and opportunity to regularly observe the trainee completing the tasks required by the assessment?
- ✓ good communication skills and can build a positive relationship/rapport with both the trainee and the assessor?

Skills Active wants our evidence verifiers to have the knowledge and confidence to complete this vital role, which is why we have created a new online evidence verifier course that is available free of charge for anyone to complete.

This self paced course steps you through everything you need to know and understand about the evidence verification process. By the end of the course you will be ready to take on your first evidence verification task.

**Still keen?** You can enrol to complete this course via the Skills Active website, [www.skillsactive.org.nz](http://www.skillsactive.org.nz). You can find more information over the page.

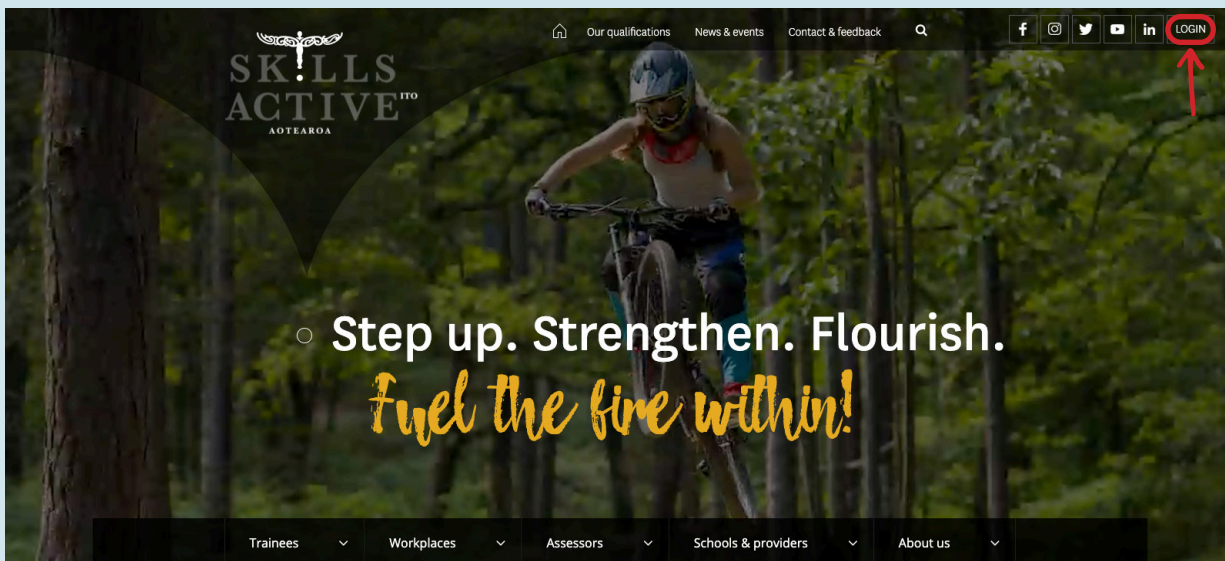
You should allow up to 2 hours to complete this course. You don't have to complete it all in one go – you can stop and start at any time.



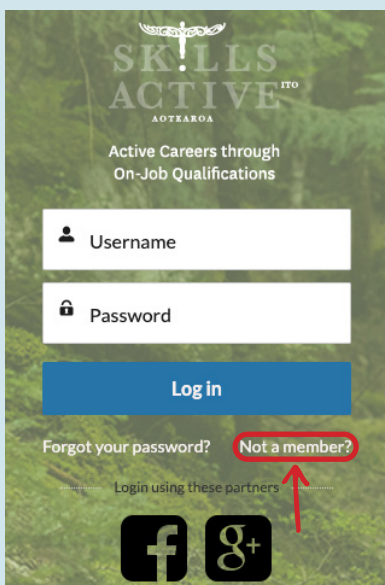
The core function of an evidence verifier is to observe, record and verify evidence.

## HOW TO ENROL

- 1 Go to our website, [www.skillsactive.org.nz](http://www.skillsactive.org.nz) and click on the **LOGIN** button in the upper right hand corner.



- 2 You will land on this page. If you already have a Skills Active portal, simply log in. If you don't, click on the **Not a member?** link.



- 3 Once you have access to your Skills Active portal, click on the **Become an evidence verifier** button and follow the instructions to enter the course.

