

Skills recommends you also view a short video on the verification process at skills.org.nz/verification

Skills is here to help – please feel free to contact the learner’s assessor or Skills on 0508 SKILLS (0508 754 557).



What is verification?

Verification is used as part of the assessment process to confirm that:

- ▶ a learner can consistently complete certain tasks to the organisation’s requirements.
- ▶ learning gained by the learner on training programmes has been transferred to the workplace.
- ▶ workplace evidence supplied for the assessment (such as workplace documents) is the learner’s work.

The verifier’s role

A verifier confirms that a learner can consistently perform specified tasks in the workplace to organisational requirements. This evidence is then passed on to the assessor.

The assessor’s role

The assessor carries out the actual assessment by reviewing all evidence. Evidence typically includes the learner’s answers to questions, workplace documents, and verification.

Who can be a verifier?

It is expected that a verifier is:

- ▶ the learner’s supervisor, manager or other senior (where this is not possible, please discuss with the learner’s assessor or Skills).
- ▶ in a position to observe the learner in their day-to-day duties.
- ▶ very familiar with the tasks that the learner needs to carry out.
- ▶ very familiar with the standard required within your workplace.
- ▶ very familiar with industry codes, regulations and applicable legislation.
- ▶ able to verify workplace evidence presented by the learner.

The verification process

1. Familiarise yourself with the requirements of the verification.
2. Discuss the verification with the learner so that they understand that they are expected to do.
3. Observe the learner (as required) and record your observations. If you have previously observed the learner correctly completing the activities over a few separate occasions you do not need to set up an observed session.
4. Sight any relevant workplace evidence and ensure that it is current (within the past two years).
5. Provide feedback to the learner. If the learner has not successfully completed all aspects of the verification, agree on a time to repeat the observation. Sufficient time should be allowed between verification meetings to give the learner time to practice or receive training/coaching.
6. Ensure that the verification is complete and comments recorded where required (this should be in your own handwriting). This includes providing your contact details, in case the assessor needs clarification from you.
7. Return the verification checklist to the learner or assessor, as instructed in the assessment.



Important points to remember

- ▶ The learner should consistently perform specified tasks repeatedly in the workplace to organisational requirements.
- ▶ The learner should be able to complete the activities without being prompted or guided.
- ▶ As the verifier, you need to be confident that the learner can repeat the task without further supervision.

A Guide to
Verification

Skills welcomes you to the role of verifier for your organisation.

As a verifier, you play an important role in the assessment process by observing staff perform tasks in the workplace and providing feedback on their performance to assessors.

Thank you for supporting your organisation and contributing to the further development of your team members.

A Guide to
Verification

An overview of the verification process

skills.
Grow by growing others

0508 SKILLS (754 557)
www.skills.org.nz

skills.