

Verify evidence for assessment for candidate

Trainee assessment portfolio

18203 V3 Level 4 Credits 3

Trainee name _____

NZQA number

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Important information for trainees

People assessed as competent in this unit standard are able to:

- Plan the verification process.
- Verify the candidate's/candidates' evidence.
- Complete verification documentation.

Special notes

- 1 Legislation relevant to this unit standard includes but is not limited to the Privacy Act 1993, and its subsequent Amendments.
- 2 Evidence requirement for this unit standard is: a minimum of one verification for two different unit standard assessments.

Special note 2 is interpreted as:

- a Two candidates are involved in the verification process, with each candidate presenting evidence to the trainee for a different unit standard assessment;

or

- b One candidate presenting evidence to the trainee for two different unit standard assessments.

3 Definitions

- a **Trainee** refers to the person seeking credit for this unit standard.
- b **Candidate** refers to the person providing evidence to the trainee, in order for the trainee to undertake the verification process.
- c **Trainee assessment portfolio** and **workplace assessment portfolio** refer to the two Careerforce copyrighted documents developed to support assessment processes for designated Careerforce unit standards. Each trainee must complete the trainee assessment portfolio in full and pass it on to the assessor who will mark this portfolio in accordance with the model answers, evidence and judgement statements contained in the workplace assessment portfolio.

References

- Careerforce workbook 18203 V3 – Verify evidence for assessment for candidate.

This trainee assessment portfolio contains

- Important information.
- Assessment tasks.
- Workplace assessment.
- Assessment record sheet.
- Feedback form.

Instructions

- The Careerforce trainee assessment portfolio must be used, and all evidence for the two unit standards being verified must be attached to this trainee assessment portfolio.

- Your performance of the activities needs to be completed in a manner which shows the assessor that you have a full understanding of all that is involved. The assessor may require you to perform the tasks on more than one occasion to ensure that you have demonstrated sufficiency of performance.
- Please give this trainee assessment portfolio to your assessor so feedback and comments can be provided.
- On completion the results will be processed and sent to Careerforce for registering on the National Qualifications Framework.
- Should you require assistance with any aspect of the assessment, please discuss this with your assessor.
- Workplace Assessment Task One (Beige) must be assessed by a Workplace Assessor.

Overview of assessment

Activity	Description	Unit Standard
Assessment Tasks Task One (Beige)	<ul style="list-style-type: none">• Planning the verification process.• Verifying the candidate's/candidates' evidence.• Completing verification documentation.	Element 1 Element 2 Element 3

Written or oral assessment tasks

Task One – Plan the verification process; verify the candidate's (candidates') evidence; and complete verification documentation.

1 Planning the verification process (1.1, 1.2, 1.3)

The evidence provided by the candidate(s) in this task will usually be presented in writing. Where this is not feasible, the candidate(s) may present evidence orally to you – the trainee – and you must record the detail of the content for assessment and moderation purposes. Your evidence must meet the requirements of the evidence and judgement criteria in the workplace assessment portfolio.

You need to complete two verification confirmation forms: one for each of the unit standard assessments you will undertake with the candidate(s) in the workplace.

You will need to complete two action plans: one for each of the unit standard assessments you will undertake with the candidate(s) in the workplace.

Please ensure that you have a completed verification confirmation form for each of the two unit standard assessments. The candidate(s) must sign the form when the planning phase of the verification process has been completed.

Include with the verification confirmation forms all evidence (e-mail, fax, phone calls, visits, oral responses etc) which supports the process and planning you were involved in with the candidate(s).

It is important that you make detailed notes about all the activities you undertake during the verification process. Where a candidate provides you with oral responses, ensure that your notes correctly convey the meaning of that candidate's responses.

Note: "There is never a case of attaching too much evidence."

Verification Confirmation Form for Unit Standard Assessment One to be completed before verification of evidence begins.

Candidate's details (to be completed by you, the trainee)

Candidate's name:

Unit standard to be verified:

Candidate's NZQA number:

Location of planning meeting:

Date of planning meeting:

Trainee's details (to be completed by you, the trainee)

Trainee's name:

Trainee's NZQA number:

Trainee's date of birth:

The candidate completes this part of the form and signs it only after the planning meeting has occurred.

		Candidate ticks to confirm that the statements are accurate
The trainee has:	Discussed with me the type and quantity of evidence that he/she will be verifying, and the details of that evidence.	<input type="checkbox"/>
	Agreed on a process (including timeframes) with me, and provided me with an action plan (separate form that must be completed) so that I am aware of how the evidence will be gathered.	<input type="checkbox"/>
	Informed me of all resources needed and notes that may be taken when my evidence is verified.	<input type="checkbox"/>
	Explained to me what will happen once my evidence has been collected and verified.	<input type="checkbox"/>
Signature of candidate		Date
Signature of trainee		Date

Trainee only:

Detail the evidence that was verified. Attach all evidence to this form, together with a copy of the action plan provided for the candidate.

Verification Confirmation Form for Unit Standard Assessment Two to be completed before verification of evidence begins.

Candidate's details (to be completed by you, the trainee)

Candidate's name:

Unit standard to be verified:

Candidate's NZQA number:

Location of planning meeting:

Date of planning meeting:

Trainee's details (to be completed by you, the trainee)

Trainee's name:

Trainee's NZQA number:

Trainee's date of birth:

The candidate completes this part of the form and signs it only after the planning meeting has occurred.

		Candidate ticks to confirm that the statements are accurate
The trainee has:	Discussed with me the type and quantity of evidence that he/she will be verifying, and the details of that evidence.	<input type="checkbox"/>
	Agreed on a process (including timeframes) with me, and provided me with an action plan (separate form that must be completed) so that I am aware of how the evidence will be gathered.	<input type="checkbox"/>
	Informed me of all resources needed and notes that may be taken when my evidence is verified.	<input type="checkbox"/>
	Explained to me what will happen once my evidence has been collected and verified.	<input type="checkbox"/>
Signature of candidate		Date
Signature of trainee		Date

Trainee only:

Detail the evidence that was verified. Attach all evidence to this form, together with a copy of the action plan provided for the candidate.

Action Plan for Unit Standard Assessment One

Planning for verification

Develop a verification plan and have it agreed with the candidate.

The plan should include the following questions:

When will the verification take place?

Where will the verification take place?

What resources are needed by the candidate?

What will the candidate be required to do and in what order?

How long will the verification process take?

Planning for verification

What evidence will the candidate need to provide?

Note: Remember to use the judgment and evidence statements in the workplace assessment portfolio to ensure that you are asking for sufficient quantity and quality of evidence.

What are the conditions required for the verification process to take place?

What preparation for the verification process needs to be planned for?

Who needs to be informed that the verification is taking place?

What possible barriers (if any) could there be to undertaking this verification task?

Signature of candidate

Date

Signature of trainee

Date

Action Plan for Unit Standard Assessment Two

Planning for verification

Develop a verification plan and have it agreed with the candidate.

The plan should include the following questions:

When will the verification take place?

Where will the verification take place?

What resources are needed by the candidate?

What will the candidate be required to do and in what order?

How long will the verification process take?

Planning for verification

What evidence will the candidate need to provide?

Note: Remember to use the judgment and evidence statements in the workplace assessment portfolio to ensure that you are asking for sufficient quantity and quality of evidence.

What are the conditions required for the verification process to take place?

What preparation for the verification process needs to be planned for?

Who needs to be informed that the verification is taking place?

What possible barriers (if any) could there be to undertaking this verification task?

Signature of candidate

Date

Signature of trainee

Date

2 Verifying the evidence and completing the verification documentation (2.1, 2.2, 3.1, 3.2)

The evidence provided by the candidate(s) in this task will usually be presented in writing. Where this is not feasible, the candidate(s) may present evidence orally to you – the trainee – and you must record the detail of the content for assessment and moderation purposes.

Your evidence must meet the requirements of the evidence and judgement criteria in the workplace assessment portfolio.

You need to complete two verification tasks – one for each unit standard assessment.

Include with the verification tasks any evidence (e-mail, fax, phone calls, visits, oral responses etc) which supports the verification process you were involved in with the candidate(s).

It is important that you make detailed notes about all the activities you undertake during the verification process. Where a candidate provides you with oral responses, ensure that your notes correctly convey the meaning of that candidate's responses.

Note: "There is never a case of attaching too much evidence."

Verification task one

All of the following questions are to be answered when the verification process has been completed.

1 Explain how you verified the candidate's work performance using observation and/or witness testimony of prior performance, to support the outcomes of the assessment (2.1).

2 Explain how you confirmed the authenticity of documents submitted as evidence of performance (2.2).

3 Explain how you completed the documentation according to the requirements detailed in the trainee assessment portfolio for the chosen unit standard. A copy of the appropriate page(s) should be attached to this assessment as supporting evidence of your documentation (3.1).

4 Who did you advise once the verification process had been completed? (3.1)

5 How did you advise the candidate(s) of the outcome of the verification process? (3.2)

Assessor confirmation form

I confirm that _____
(the trainee) completing this assessment has correctly documented the outcome(s) in the trainee assessment portfolio and workplace assessment portfolio for the unit standard being assessed.

Assessor Name	Assessor Number
Signature	Date

Verification task two

All of the following questions are to be answered when the verification process has been completed.

- 1 Explain how you verified the candidate's work performance using observation and/or witness testimony of prior performance, to support the outcomes of the assessment (2.1).
- 2 Explain how you confirmed the authenticity of documents submitted as evidence of performance (2.2).
- 3 Explain how you completed the documentation according to the requirements detailed in the trainee assessment portfolio for the chosen unit standard. A copy of the appropriate page(s) should be attached to this assessment as supporting evidence of your documentation (3.1).

4 Who did you advise once the verification process had been completed? (3.1)

5 How did you advise the candidate(s) of the outcome of the verification process? (3.2)

Assessor confirmation form

I confirm that _____
(the trainee) completing this assessment has correctly documented the outcome(s) in the trainee assessment portfolio and workplace assessment portfolio for the unit standard being assessed.

Assessor Name	Assessor Number
Signature	Date

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Level 4 Credits 3

Assessment record sheet

Trainee information			
Name			
Employer			
NZQA/NSI number (ROL)		Date of birth	

Trainee statement of authenticity			
I hereby state that the evidence submitted for assessment is my own work.			
Signature		Date	

Trainee performance summary (completed by assessor)			
Assessment tasks			
Task One		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit

Comments/feedback to trainee			

Assessment result (completed by assessor)			
I have assessed the trainee and confirm:			
<input type="checkbox"/> The requirements have been met to demonstrate competency in 18203 V3.			
<input type="checkbox"/> Further evidence is required to demonstrate competency.			
Name	Assessor number		
Signed	Date		

On completion of the unit standard one copy of this assessment record sheet must be given to the trainee for his/her records and another copy sent to Careerforce so the credit can be registered on the NQF.

Quality Assurance Manager
Careerforce Ltd
PO Box 25 255
Christchurch 8144

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Feedback form

Please help us to improve our trainee assessment portfolio.

Careerforce is always keen to review its materials to improve the quality of the learning experience. You can help us by telling us what you think of this assessment portfolio and by offering suggestions on ways it can be improved.

When you have answered the questions, please send this page to:

Quality Assurance Manager

Careerforce Ltd.

www.cssito.org.nz

PO Box 25 255

Christchurch

Fax (03) 371 9285

What I liked most about the portfolio and why?

What I liked least about the portfolio and why?

Please give your rating of the following topics by ticking the relevant yes, no, or maybe boxes.

Topics or aspects of the content of this document	Yes	Maybe	No
Assessment record sheet is useful.			
Assessment questions are easy to understand.			
Verification tasks are appropriate.			
The assessment portfolio is well laid out and easy to follow.			

Additional comments

Contact details (optional)

Name	Organisation
Telephone	Email

Quality Assurance Manager
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