

Standard 18203 *Verify evidence for assessment*

Version 4 Level 4 Credits 3

Notes for trainee verifier

This unit standard is intended for use by people supporting the assessment process.

People credited with this unit standard are able to: prepare for the verification process; verify trainee's evidence; and complete the verification process.

All activities for this standard must comply with the Privacy Act 1993.

Evidence must include verification requirements for two different standards including attestation of authenticity. It may also include but is not limited to – on-job observation, documented evidence, portfolio evidence.

In preparing for the verification process for each standard (see evidence requirements in box above) you must consult with your trainee to:

- Agree on the types and quantity of evidence to be verified.
- Identify opportunities for collecting evidence.
- Identify potential barriers to the verification process.
- Agree on timelines, resources, and recording method.

In verifying the trainee's evidence for each standard (see evidence requirements in box above) you must:

- Determine that the work being verified is attributable to the trainee.
- Verify trainee's performance by using at least one of the following methods: observation, checking work in progress, and/or finished product.

In completing the verification process for each standard (see evidence requirements in box above) you must:

- Complete documentation recording the verification outcome in accordance with the assessment guide and standard setting body's requirements (this may be any organisation that sets standards).