

What is Verification of Evidence?

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Date: 28th November 2007
Ref.: CTR2002

Key Words

verification, verifier, assessment evidence

Verification

When a workplace assessment process is set in place it requires the services of workplace verifiers to ensure that candidates wishing to be assessed can have their day-to-day work verified as part of their portfolio of evidence. Verifiers collect evidence of competencies and pass the evidence onto the assessor who is responsible for the final judgment decision.

Verification is the process of confirming a candidate's ability to consistently meet the evidence requirements of the task as set down by the industry association and/or the New Zealand qualifications Authority (NZQA). A verifier's role is to therefore provide proof that a student constantly meets the evidence requirements. This proof will provide additional information that will be used to decide whether the student meets the required level of competency for the particular Unit Standard.

Consider verification (documented and signed by verifier and/or assessor) as a method of gathering evidence. This is particularly valid where the assessment and gathering of evidence is based on demonstration of practical competence, or is naturally occurring over a period of time.

Verification can be provided by any person who works closely with the candidate, has sufficient relevant subject expertise, and understands the requirements of the particular assessment. For example, a verifier could be the workplace supervisor or manager and the assessor could be a teacher/tutor/workplace assessor. As stated the assessor, not the verifier, is responsible for the final judgement decision.

Criteria for Workplace Verifiers

To make sure workplace verifiers have credibility they are expected to meet the following criteria:

- Be experienced in the subject/topic/function they are verifying, preferably using 'best practice' methods.
- Be in a role that enables them to actively participate in the candidate's work. This is why a team leader, supervisor or mentor is best suited to this role.
- Have good oral and written communication skills.
- Be prepared to assist the candidate in the assessment process, and sign off a candidate's competence.
- Be prepared to adhere to the provisions of the Privacy Act 1993 in respect to the information they gain access to while acting as a workplace verifier.
- Have the confidence of the Professional Association responsible for their industry sector.
- Ideally the verifier will be or has been a workplace assessor.
- Verifiers will be required, within the space of 18 months, to attend and pass courses in NZQA unit standard 18203, verify evidence for assessment for candidate and unit standard 4098, use standards to assess candidate performance and possibly unit standard 11281, Prepare candidates for assessment.

How SCNZ Can Help

SCNZ can provide guidance to members on the processes involved. These including selection, organising training and peer group workshops, as well as developing the required forms and documents to be used in gathering evidence.

The best verifiers are people who are able and willing to use their skills and knowledge to help others develop their potential.