



Verifier Nomination Form

NAME: _____ COMPANY: _____

COMPANY POSTAL ADDRESS: _____

WORK PHONE: _____ FAX: _____ EMAIL: _____

NOMINATED BY: _____

(Candidate's name)

RELATIONSHIP TO CANDIDATE: _____

(E.g. manager, supervisor, mentor, etc)

CONDITIONS OF APPOINTMENT:

- I agree to assist the candidate in the assessment process.
- I agree to act ethically and fairly in verifying the candidate's evidence.
- I agree to verify the evidence is the work of the candidate.
- I agree to act during the course of this appointment in accordance with the requirements of the Privacy Act 1993.

Please sign both copies to advise your acceptance of these conditions and return one copy to National Qualification Assessment Centre and keep the other copy for your records.

Verifier

Date



Criteria for Workplace Verifiers

(Information for your nominated verifier)

The National Qualifications Assessment Center will utilise 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.

To make sure workplace verifiers have credibility they will be 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.
- 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 while acting as a workplace verifier.
- Have the confidence of the Professional Association responsible for their industry sector (if applicable).

Workplace verifiers, once nominated, will be sent an Information Pack by the National Qualifications Assessment Center outlining their role and function, forms to be completed, and the assessment process they are to follow.



Workplace Verifier Approval Request (for use by Professional Associations and/or Companies)

The National Qualifications Assessment Centre has established a workplace assessment process utilising 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.

To make sure workplace verifiers have credibility they will be 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.
- 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 while acting as a workplace verifier.
- Have the confidence of the Professional Association responsible for their industry sector.

<< verifier nominee>> of <<verifier nominee company>> has been nominated as a workplace verifier.

Yes, << verifier nominee>> has the confidence of this organisation to recognise and endorse the evidence of workplace candidates as meeting the standards set by the industry to which we belong.

Signed on behalf of: _____
(name of professional association)

By: _____

Title: