

18203: *Verify evidence for assessment*

Version 4 Level 4 Credits 3

Assessment guidance for assessor

Note that naturally occurring evidence from a trainee verifier's work is the best form of evidence.

For each standard, verification must include an authenticity attestation

Outcome statement	Key indicators	Possible evidence	Possible assessment tools	Competency / Judgement)
	What does the trainee verifier need to do to meet the requirements of standard 18203 v 4?	What could the assessor expect to see, read or hear?	What methods and approaches to collect the evidence?	Has the trainee verifier achieved the key indicators?
Element 1 (Outcome 1)	Prepare for the verification process.	<ul style="list-style-type: none"> • The standard • Details of verification process planning in oral or written form • Consultation evidence oral/written • Specialist job role. 	<ul style="list-style-type: none"> • Observation • Questioning/discussion • Professional conversation • Examination of documentation • Attestation. 	Evidence confirms: <ul style="list-style-type: none"> • Planning includes: type and quantity of evidence, opportunities for collecting evidence • identification of barriers in terms of process, timeliness, resources required, record required • Verification requirements and process have been agreed with trainee.
Element 2 (Outcome 2)	Verify trainee's evidence.	<ul style="list-style-type: none"> • Verification documents • Trainee's evidence • Authenticity attestation • On-job observation of work in progress and/or finished product • Portfolio evidence 	<ul style="list-style-type: none"> • Observation • Questioning/discussion • Professional conversation • Examination of documentation/end product (electronic data) 	Evidence confirms: <ul style="list-style-type: none"> • Authenticity of evidence of performance is verified by attestation • verification is carried out in accordance with planned process and the assessment guide

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			capture) • Attestation.	
Element 3 (Outcome 3)	Complete verification process.	<ul style="list-style-type: none"> Completed and signed assessment documents. 	<ul style="list-style-type: none"> Examination of documentation. 	Evidence confirms: <ul style="list-style-type: none"> Verification is completed in accordance with assessment guide and standard setting body's requirements Verification requirements have been met for two different standards (must include – authenticity attestation; and may include but not limited to – on-job observation, documented evidence, portfolio evidence).