

# Verifier/Assessor comments

Final assessor/verifier comments should show how you know the learner is competent'. Identify what is it that gives you confidence that the learner can undertake the tasks to the required standard.

Break down into parts to guide you when making verifications.

## 1. Method

- Observed the learner (What did you see?)
- Conversations with learner. Did they show understanding that supported their practice? Were they able to vary their practice to the situation/context?

**2. Timeframes** - Over how long? How often did they repeat the task? Context - What is occurring in the workplace, role/responsibilities, previous experience?

**3. Performance** - Align to level – Are they operating at expectation and can provide examples?

## 4. Attitudes/behaviours

- Confidence
- Has high quality standards
- Motivated (Punctual)
- Works safely
- Good team person

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When verifying specific tasks completed throughout the assessment, comments should be specific to the task and to learner performance re that task.

1. What did you see?
2. What did the learner do? (Examples)
3. Over how long/how often?
4. Performance – how well did he/she do it?
5. Responsibilities/role – what role does the learner have in the business, does he/she have responsibilities relevant to the role and tasks?
6. Attitude/behaviour – do they operate safely, are they punctual, confident, motivated?
7. Work well with others – do they work well as part of a team?

*This is a guide that will need to be adapted to individual verifications/assessments.*

### Example

Over the past 3 months Kaia has had the responsibility of leading our daily site safety meetings. I observed her lead and undertaking hazard identification with the team and effectively communicate any requirements. For example, sectioning off areas so that there is no public access and doing a site hazard evaluation. (See attached document number 9 and photos 12 and 14). Initially support needed to be provided to Kaia, but for the past 2 and a half months she has been able to do it to our workplace requirements without any direction. She worked collaboratively with the team and set a high standard. She has helped others meet their H&S obligations.

**Note:** - The comments must give confidence to whoever is reading it that the learner can do this to the requirements of the standard.



Remember this is an evidence-based process and the verifications that you provide are a source of evidence that enable the assessor to make evidence-based assessment decisions.

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