

THE ROLE OF THE WORKPLACE EVIDENCE VERIFIER FOR GATEWAY STUDENTS

WHAT IS AN EVIDENCE VERIFIER (EV)

Verification is one part of the overall assessment process. It provides a way for Gateway students who are being assessed in the workplace to collect evidence.

An evidence verifier (EV) is usually used in situations where an NZ Equine Education Trust (NZEET) assessor is not present and is better suited to observe the student consistently and repeatedly performing practically based equine assessment tasks. Ideally a Workplace EV is an employer or supervisor responsible for the Gateway student on placement. The workplace EV would have expertise in the skills being assessed.

NZEET Assessors also ask Workplace EVs to confirm authenticity of student's evidence and to ensure that the student's practice is in accordance with workplace policies and procedures.

The core function of an evidence verifier is to observe, record and verify evidence.

WHAT IS THE DIFFERENCE BETWEEN AN EVIDENCE VERIFIER AND AN ASSESSOR?

Evidence Verifier	Assessor
<p>An evidence verifier supports the assessor by:</p> <ul style="list-style-type: none"> Verifying that the evidence provided by the trainee is valid and authentic (ie it is the trainee's own work) 	<ul style="list-style-type: none"> An assessor is responsible for judging the overall competence of a trainee, based on all the evidence supplied (ie, completed written assessments and completed practical tasks, accompanied by evidence verifier's comments).
<ul style="list-style-type: none"> Observing trainees complete practical (on-job) tasks and commenting on their performance. 	<ul style="list-style-type: none"> The assessor reports the credits achieved by a trainee to NZEET, and takes part in post assessment moderation to ensure consistency of assessment.

The NZEET assessor, not the evidence verifier, is responsible for the final assessment decision.

WHO CAN BE A VERIFIER?

NZEET considers the following when approving a verifier;
Does the evidence verifier have:

- A sound understanding of the trainees role and required skills, and had experience in the same or similar roles.
- A sound knowledge of the trainee's workplace policies, procedures and expected standards.
- Has the time and opportunity to regularly observe the trainee completing the tasks required by the assessment.
- Good communication skills and can build a positive relationship with both the student and assessor.



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ASSESSOR RESPONSIBILITIES

Before the workplace EV begins the assessment process, a NZEET assessor will contact the EV to provide them with:

- Clear instructions about what is to be verified, the types of evidence they are collecting and how the evidence will be recorded.
- Examples of the types of comments the evidence verifier must provide.
- An understanding of the assessment process and the need for privacy relating to the students evidence.

RECORDING EVIDENCE

Evidence means proof or confirmation of what the trainee knows and can do. Evidence verification for NZEET requires:

- Observation of on-job tasks.
- Confirming the validity and authenticity of the student's written assessments, progress rating records and evidence diary within the practical

NZEET's assessment workbooks contain Verification Forms for all on-job (practical) tasks. They clearly outline the evidence the trainee needs to collect and have verified.

The EV will monitor the students self assessment progress and complete the verification components of the practical assessment forms. They MUST add comments on specific aspects of the trainees performance in all the 'comment' sections of these forms.

Comments should include clear, relevant and specific examples of the trainees performance. This is one of the most important elements of evidence verification. Comments such as 'good' or 'the trainee did the task really well' are of little value to the assessor.

A sample verification form with appropriate comments is attached.


THE VERIFICATION PROCESS

As a verifier you will need to work with both the assessor and trainee.

Before	<ul style="list-style-type: none">• Plan what is required• Identify any potential barriers and how to overcome them• Pre-assessment meeting, who, what, when, where?
During	<ul style="list-style-type: none">• Collect suitable evidence• Authenticate documents by signing and dating• Record evidence for the assessor
After	<ul style="list-style-type: none">• Feedback to the trainee• Feedback to the assessor• Reflection

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