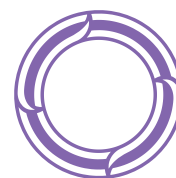


Online evidence verifier course



**TE
MAHI
AKO**

This course is for people identified by an assessor to assist in workplace assessment

What is an evidence verifier?

Evidence verification is one part of the overall assessment process for workplace qualifications. It provides a way for evidence to be collected for the assessment of your staff who are working towards qualifications.

An evidence verifier is typically used in situations where an assessor is not present while your staff carry out assessment tasks, or the evidence verifier is better positioned to observe the staff member and gather evidence of the learner consistently and repeatedly performing assessment tasks.



Assessors also use evidence verifiers to confirm authenticity of learner evidence and to ensure that the learner's practice is in accordance with workplace policies and procedures.

The evidence verifier will work closely with the assessor, who will make the final assessment decision.

Becoming an evidence verifier

You've been asked to become an evidence verifier by an assessor, do you have:

- ✓ staff members completing qualifications with Te Mahi Ako?
- ✓ a sound understanding of the learner's role and required skills, and has had experience in the same or similar roles?
- ✓ a sound knowledge of the learner's workplace policies, procedures and expected standards?
- ✓ the time and opportunity to regularly observe the learner completing the tasks required by the assessment?
- ✓ good communication skills and can build a positive relationship/rapport with both the learner and the assessor?

Te Mahi Ako wants our evidence verifiers to have the knowledge and confidence to complete this vital role, which is why we have created a new online evidence verifier course that is available free of charge for anyone to complete.

This self paced course steps you through everything you need to know and understand about the evidence verification process. By the end of the course you will be ready to take on your first evidence verification task.

Still keen? You can enrol to complete this course via the Te Mahi Ako website, www.temahiako.org.nz. You can find more information over the page.

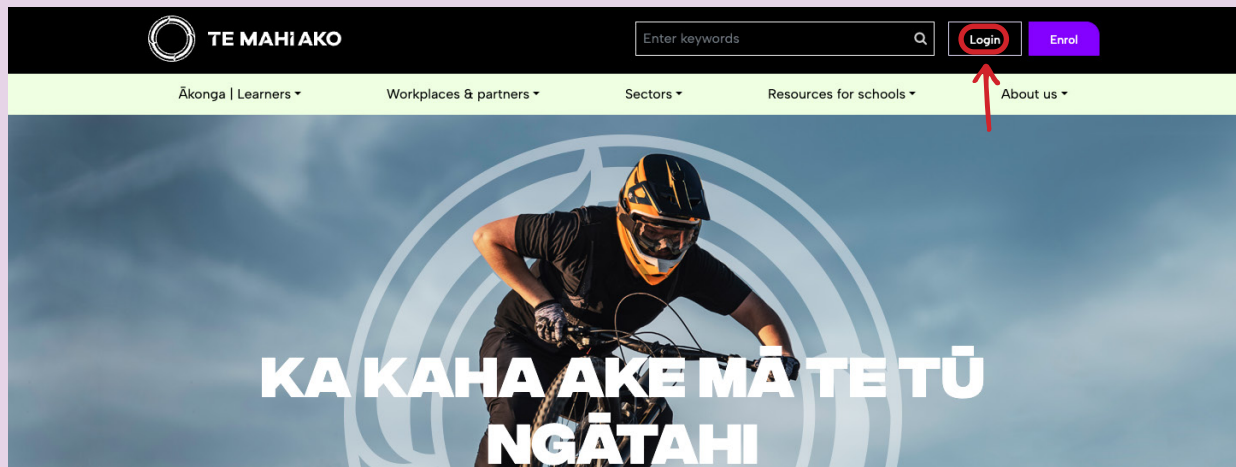
You should allow up to two hours to complete this course. You don't have to complete it all in one go – you can stop and start at any time.



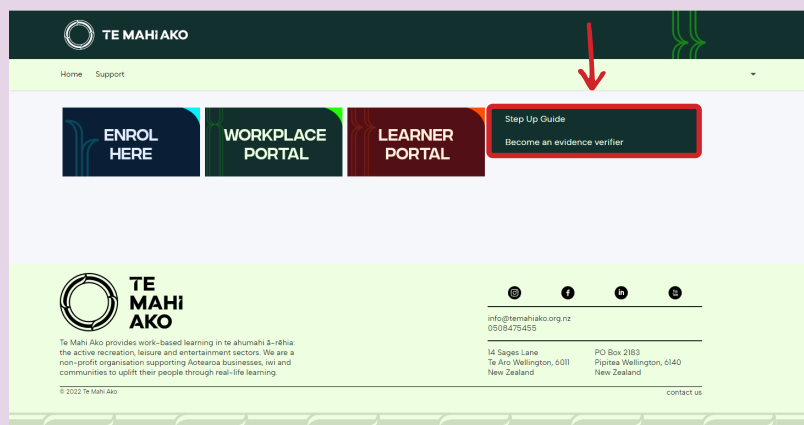
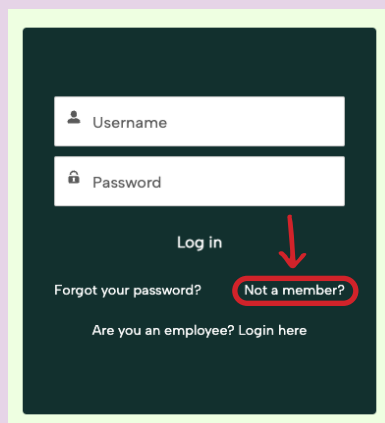
The **core function** of an evidence verifier is to **observe, record** and **verify** evidence.

How to enrol

- 1 Go to our website, **www.temahiako.org.nz** and click on the **LOGIN** button in the upper right hand corner.



- 2 You will land on this page. If you already have a Te Mahi Ako portal, simply log in. If you don't, click on the **Not a member?** link.



- 3 Once you have access to your Te Mahi Ako online portal, click on the **Become an evidence verifier** button and follow the instructions to enter the course.