

Assessor and Technical Expert/Verifier instructions

This form is to be completed when a Technical Expert/Verifier is used to assist with the assessment process.

The following information is on the back of the form:

- How to use this form.
- Technical Expert/Verifier definition and use.
- Instructions to the Technical Expert/Verifier.

Technical Expert/Verifier details (to be completed by the Technical Expert/Verifier)

Name	
Company	
Position	
Contact details:	Email
Telephone:	Mobile
Qualifications and/or skills and knowledge	
If applicable EWRB registration (Provide details where held)	
Registration #..... Practising licence expiry date	
Industry experience please list experience or attach your C/V	
Current role	
Signature:	Date

Assessor to complete

I have confirmed that the Technical Expert/Verifier has current and proven technical knowledge and skills to verify the trainee's performance in the subject area.

Assessor Signature	Date
Assessor Name	Number
Expiry date for this form is 3 years from date of issue	Expiry date

How to use this form

1. The assessor may use this completed form for numerous assessments, provided the requirements in a and b are met.
 - a. The skills of the Technical Expert/Verifier must fit the assessment subject.
 - b. The Technical Expert/Verifier's skills and knowledge, in relation to the assessment subject, must be current.
2. A copy of this form must be sent to Connexis, as part of the assessment sample, when the assessment is called for moderation.

Technical Expert/Verifier definition and use

A Technical Expert/Verifier is a person who has proven technical knowledge and skills in a particular subject area. An assessor may use a Technical Expert/Verifier to verify aspects of a trainee's performance, under assessment conditions, on the assessor's behalf.

An assessor may use a Technical Expert/Verifier when:

- the assessor cannot carry out aspects of an assessment in person, and/or
- their own technical knowledge or experience of the subject area is not current or is insufficient to make a valid judgment on a trainee's performance.

The assessor retains responsibility for the final sign off of the assessment, it is important that they know of, and trust, the Technical Expert/Verifier's knowledge and skills.

The Technical Expert/Verifier will ideally be known and trusted by the assessor as the integrity of the assessment remains the assessor's responsibility.

Instructions to the Technical Expert/Verifier

Your role

You are identifying and authenticating evidence that proves the trainee's performance, for assessment.

Please ensure that the entries and comments you make on the assessment documentation are legible and clear in meaning. The assessor will make sure the assessment documentation is completed in accordance with Connexis quality systems and assessment practices.

Conditions of the assessment

The assessor should make sure you understand the conditions of the assessment, including what is required in order to meet industry and company standards for the tasks.

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