



CPCF Verification Documentation

Monitoring assessor performance via

CANDIDATE INTERVIEW

Name of Assessor: _____

No of Candidates: _____

Name of Candidate: _____

Name of Verifier: _____

Date of Interview: _____ via Email/Telephone/Face to Face _____

Question	Response
When did you begin the programme?	
How were you introduced to the programme?	
What topics were covered?	
Was any of your prior experience considered toward the qualification?	
Did anyone find out about any training/upskilling you may need to complete the qualification?	
Did you have any additional training/upskilling whilst working towards your portfolios?	
Was the assessment and verification process explained to you? What is your understanding of the process?	
Was a plan agreed with your assessor detailing how you were going to complete the portfolio?	
How did your assessor involve you in the assessment planning process?	
When, where and how did your assessments take place?	
What types of evidence have you collected, planning to collect?	
How often do you see your assessor and do you feel that this is enough?	
Does your assessor give you constructive feedback after each assessment? If so, how is this given?	
What documentation have you completed?	
Which Modules (if any) have you completed so far?	
What support and guidance have you received whilst building your portfolio?	
Do you have any other comments?	