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| **TSQF Internal Verification Documentation** **Monitoring Assessor Performance via Assessor Interview(this should occur once a year)** | **ASSESSOR INTERVIEW** |

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| **Name of Assessor:** |  | **No of Candidates:** |
| **Name of Internal Verifier:** |  | |
| **Date of Interview:** |  | **Attached to Report No:** |

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| How do you begin the assessment process? |  |
| Which documentation is required at the start of the process? |  |
| What topics do you need to cover at the start of the process? |  |
| How do you decide when assessments should take place? |  |
| How many stages are there in the assessment process? |  |
| What are they? |  |
| How do you record a formal assessment? |  |
| How do you confirm that a task has been completed? |  |
| When carrying out an assessment, what documentation do you need? |  |
| When you have completed an assessment what do you do? |  |
| What type of evidence do you use when assessing competency? |  |
| What is the time-limit for formal feedback to a candidate after an assessment? |  |
| What information do you need when carrying out an observation? |  |
| What documentation do you complete after an observation? |  |
| What is the difference between an Assessor Observation and a Witness Observation? |  |
| What is the difference between an observation and a witness testimony? |  |
| What is the minimum number of formal assessments for each task? |  |
| Why do you use a variety of evidence when judging competence? |  |

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| Summary (findings, feedback to assessor, action points and development needs): |

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| Assessor Name: |  |  |  |
| Assessor Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |
| Internal Verifier Name: |  |  |  |
| Internal Verifier Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |