

ASSESSOR RECORDS @ APPROVED CENTRES

The following documents can be retained for assessors in a file to outline their achievements and training/development needs with internal verifiers, external verifiers, auditors and inspectors:

- Curriculum vitae.
- Assessor role and responsibilities.
- Job description (provided by employer/centre).
- Identification of training needs.
- Action Plan - Having recorded training and development needs, assessors should meet with their internal verifiers and record any actions to be carried out.
- Records of meetings and programmes attended to address training needs, areas of development. Assessors should keep copies of all relevant meetings, training programmes attended for reference.
- NVQ/SVQ candidate achievement logs/tracking documentation
Assessors (or the centre on behalf of each assessor) should retain copies of any candidate tracking forms, which outline units/awards they have successfully assessed.