Witness Testimony Guidance

The purpose of this document is to provide guidance for the assessor to obtain a meaningful testimony from someone, usually a colleague, Line Manager or Supervisor of the candidate of a specific example of a task that the candidate has completed, which the witness has seen them do. The evidence should be recorded on audio and/or video and made available to IQA and EQA for review.

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| Name of Candidate |  |
| NVQ undertaking |  |
| Name of Witness |  |
| Relationship to candidate |  |
| Witness contact details |  |
| Who does the witness work for? |  |

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| Specific task being discussed |  |
| Location and date of the task being completed |  |

Topics to be covered

Please note the “Timeline on recording” is important to help the assessor/ IQA/EQA pinpoint where certain criteria were covered

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| 1. What was the candidate’s role on the job? |
| Timeline on recording: |
| 1. Was the candidate working alone or as part of a team? If a team, who else was involved? |
| Timeline on recording: |
| 1. What activities did you see the candidate carry out? |
| Timeline on recording: |
| 1. How did the candidate comply with company policy and procedure relating to health and safety? If needed prompts could include PPE used, compliance to risk assessments / method statements, safe systems of work |
| Timeline on recording: |
| 1. What tools, materials and equipment did the candidate use? |
| Timeline on recording: |
| 1. How did the candidate handle, move and store equipment? |
| Timeline on recording: |
| 1. What information did the candidate refer to during the task and how did they communicate with other people? |
| Timeline on recording: |
| 1. Can you talk me through how the candidate approached the tasks and the steps they took to complete the work? |
| Timeline on recording: |
| 1. What checks did the candidate carry out at the end of the task? |
| Timeline on recording: |
| 1. Did the candidate carry out the work to comply with quality standards and company policy and procedures? |
| Timeline on recording: |
| 1. Was the work carried out to the quality standard expected by the company? |
| Timeline on recording: |
| 1. Did the candidate carry out the work unaided or with help, if he was helped how much help was given? |
| Timeline on recording: |
| 1. Did the candidate come across any problems while carrying out the work? If so what and how were they dealt with? |
| Timeline on recording: |
| 1. Can you add your overall thoughts on how the candidate approaches their work and the quality of work competed? |
| Timeline on recording: |

For completion by the Assessor only

I have reviewed the above and I am satisfied that it is appropriate evidence towards proof of competence for the following criteria

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| Unit number | Criteria met |
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| --- | --- |
| Assessor name |  |
| Date |  |