

Date:

Dear

Allocation of assessor to candidate

I am pleased to inform you that you have been allocated the following N/SVQ candidate.

Name _____

Work placement _____

Telephone number (work) _____

Home address _____

Telephone number (home) _____

N/SVQ
Title _____

Level _____ Optional Units _____

I suggest that you arrange an orientation visit within the next three weeks. Please complete an assessment report form and return to me. The main purpose of the visit will be:

- For you to meet the candidate and check they have a full set of relevant standards/evidence requirement sheets, including optional units.
- For you to find out as much as possible about the candidate's work setting.
- Check that the candidate fully understands the process of assessment which should be candidate led as much as possible with the candidate identifying different sources of evidence. Check too that the candidate is in the process of completing their portfolio.
- To work out an outline timetable for assessment visits. This plan should not be rigid and should be reviewed regularly.
- Please complete N/SVQ Candidate Review sheets and return to me at the end of each month. Inform me of assessment dates so a sampling visit can be arranged.
- If you have any problems please do not hesitate to get in touch at any time.

Yours sincerely

Internal Verifier