

## INTERNAL VERIFICATION – CANDIDATE INTERVIEW RECORD

Candidate

Name \_\_\_\_\_

N/SVQ/Level \_\_\_\_\_

Internal

Assessor Name \_\_\_\_\_

Verifier \_\_\_\_\_

When did you begin the programme?	
How were you introduced to the programme? What topics were covered in you induction?	
Was any of your prior experience considered/used towards the qualification?	
Did anyone find out about any training you needed?	
Did you have any training whilst working towards your qualification? If so, what?	
Who gave you the training? Where and when was it carried out?	
Was equal opportunity law and policy explained to you? Did you understand it?	
Was the process of getting your qualification explained to you? If so, what do you understand this process to be?	
Did you draw up a plan to achieve the qualification with your assessor/supervisor?	
Does your assessor/supervisor involve you in planning assessments in advance?	

When, where and how does assessment take place?	
What types of evidence have you collected so far?	
Do you understand what aspects of your N/SVQ the evidence covers?	
How soon after you started was your first assessment	
Who assesses your evidence? Does anyone else see your portfolio?	
How often do you see your assessor? Do you feel this is often enough? If not, how often would you like him/her to visit?	
Does your assessor give you feedback after assessment? Is this feedback in written form?	
What units have you completed so far/ Have you signed any documentation to confirm completion?	
What kind of help and guidance have you received to put your portfolio together?	
Do you think the qualification will help you in your work now and in the future?	

I agree that the contents of this form may be shared with my assessor.

Candidate

Signature \_\_\_\_\_

Date \_\_\_\_\_

Internal Verifier

Signature \_\_\_\_\_

Date \_\_\_\_\_

