

ASSESSOR INDUCTION PROGRAMME

Assessor _____ Date started _____

		Signed by Assessor	Date completed
1.	Initial contact made by the Internal Verifier		
2.	Production of sample signature and certificates		
3.	Received centre procedures and assessment guidance		
4.	Centre documentation and procedures explained and understood		
5.	Received centre assessment and verification documentation		
6.	Internal quality assurance procedures explained		
7.	Received the centre organisation chart		
8.	N/SVQ ensuring accesibility policy and monitoring procedures explained and understood		
9.	Received N/SVQ appeals procedure which was explained and understood		
10.	Aware of N/SVQ resources available		
11.	Received personal copy of N/SVQ standards		
12.	Received LSIS guidance on occupations competence and CPD		

Internal Verifier Signature _____ Date _____