



Title of course In-house Verifiers
Duration of course 1 day
Start and end time 9:30 – 16:30

Introduction

This is a 1 day verifier course which will be customised to suit your company's process.

Intended for personnel who require:

- ◆ knowledge and understanding of the assessment / verification process
- ◆ an understanding of the role and importance of the verifier
- ◆ understanding the schedule of verification
- ◆ knowledge to assist them to review assessments and analyse their content
- ◆ information to enable them to carry out f2f verification
- ◆ understanding to assist them in providing clear guidance and feedback to assessors
- ◆ guidance, for their responsibility as focal point for assessors on site

Course content:

Section 1 – Introduction to Verification

- ◆ Course aims explained
- ◆ What is competency?
- ◆ Your company standard
- ◆ Commitment to competence
- ◆ How do we manage competence?
- ◆ The process – aligned with company policy

Section 2 – The Function of the Verifier

- ◆ The verification process for new assessors
- ◆ What is a verifier?
- ◆ Who can be a Verifier?
- ◆ Verification on site
- ◆ Aims of verification
- ◆ The company verification process
- ◆ The role of the verifier
- ◆ The Team (technicians / assessors / verifiers)
- ◆ Support and development of Assessors
- ◆ Practical support for Assessors
- ◆ Be part of the process
- ◆ Providing clear guidance to Assessors



Section 3 – Verification of reports

- ♦ What does a Verifier need to look for in an assessment?
- ♦ Verifying assessment reports
- ♦ Verification of supporting evidence
- ♦ Verification of an assessment
- ♦ Good verifying
- ♦ Review Assessor reports – practical exercise
- ♦ Face to Face verification
- ♦ Verifiers reports
- ♦ Create a friendly atmosphere for feedback

Section 4 – Feedback and recording

- ♦ Writing the verification report
- ♦ Feedback to Assessors
- ♦ Verifiers procedures
- ♦ Sampling assessor reports
- ♦ Recording in company database

Prerequisites:

- ♦ Some understanding of the competency system deployed by the company.

Delegate numbers: minimum 4 – maximum 10

Suitable for:

- ♦ Delegates are normally already an active Assessor.