



Passport to your future

Your future, your hands

Mentor assessment: Trainee collected evidence

Written or collected evidence is used by an assessor to judge the ability of a trainee to know, understand or do something. The written or collected evidence should be written against each assessment criteria and should show the trainees knowledge, understanding and ability to carry out the piece of work against the needs of the assessment criteria.

No.	Learning outcome		Did the trainee collected evidence fully meet the assessment criteria? (Yes (initial); no or NYC- not yet competent)
	Assessment criteria		

Don't forget to expand on these comments in the feedback box below

The feedback box is for you to:

- i. Give a clear picture of what you saw.
- ii. Expand on what was not observed.
- iii. Explain what is needed to bring the performance up to standard.
- iv. State why you did not feel it was not up to standard and NYC.

If the feedback box is left blank, the evidence will be deemed insufficient.

Feedback/ comments:

Questions asked and answers given to verify evidence:

Was the evidence valid and authentic? Did the produced evidence show the trainees knowledge, understanding and ability to carry out the piece of work against the needs of the assessment criteria?

Was the evidence current? Do you have evidence that it is the work of the trainee, not copied out of books and that they are still capable of carrying out this piece of work?

Was the evidence sufficient? Were the assessment criteria met in full during this observation? If not use the question section to ask any questions you needed to supplement the report to give a full competency decision.

	Name	Signature	Date of observation	Date of feedback
Candidate				
Assessor				