

Witness Statement

This form is to be used to record what has been observed.
Please read the **guidance notes** on the following page before completing this form.

Learner name:			
Qualification:			
Unit number and title:			
Description of activity being carried out by the learner: (please be as specific as possible)			
Assessment/grading criteria: (for which the activity provides evidence)			
How the activity covers the requirements of the assessment/grading criteria, including how and where the activity took place:			
Witness name:		Job role:	
Witness signature:		Date:	
Assessor name:			
Assessor signature:		Date:	

Guidance notes

Witnesses are people who can comment on work/performance/activities and can be:

- an assessor (this is used as a catch-all to include tutors and teachers)
- someone who is competent in the subject and understands the evidence requirements of the qualification

A witness statement is used to formally record the observation of a learner. This includes describing what the learner is doing in relation to the grading/assessment criteria. The witness can also (where appropriate) make reference to the level of performance by the learner of a given activity.

Assessors are professionally competent to describe the activity and the level of performance. Other witnesses, with competence or knowledge in the subject, should only comment on performance where they feel confident to do so (and in agreement with the assessor).

Witness statements:

- should describe what they witnessed the learner doing
- do not have to be written by the witness, they may be recorded by the assessor after discussion with the witness and confirmed as accurate by the witness
- should not contain just a list of skills
- should not be written by the learner for witnesses to sign
- should not be completed by anyone related to the learner
- should not be used to evidence the achievement of a whole unit

Once complete:

- the assessor will use the statement to judge whether the evidence presented meets the standards required by the grading/assessment criteria for the unit.
- where the witness is someone other than the assessor, often it will be necessary for the assessor to make contact with witnesses to ensure:
 - a) the witness statement is authentic
 - b) the assessors interpretation of the witness statement is accurate.