



Name of Verifier: _____

Date of Interview: _____ via Email/Telephone/Face to Face _____

How do you begin the assessment process?	
What documentation, if any, is required at the start of the process?	
What topics should be covered at the start of the process?	
How do you decide when assessment should take place?	
How many stages are there in the assessment process?	
What are they?	
How do you record a formal assessment?	
How do you confirm that a module has been completed?	

