This witness statement can be used to provide a written record of learner performance against the qualification learning outcomes and assessment criteria. Someone other than the assessor of the qualification may complete it. This may be a work placement supervisor, a teacher, a parent/carer or anyone else who has witnessed the performance of the learner against given assessment criteria. It should ideally be someone who does have direct knowledge of the qualification, unit or evidence requirements as a whole, and who is able to make a judgement about the performance of the learner in the given situation.

A witness statement is a source of evidence and **does not** confer an assessment decision. The assessor must:

* consider all the information in the witness statement
* note the relevant skills of the witness to make a judgement of performance
* review supporting evidence when making an assessment decision
* review the statement with the learner to enable a greater degree of confidence in the evidence
* be convinced that the evidence presented by the witness statement is valid, sufficient and authentic

|  |  |  |  |
| --- | --- | --- | --- |
| Learner name: |  | | |
| Qualification: |  | | |
| Unit number and title: |  | | |
| Description of activity undertaken: *(please be as specific as possible)* | | | |
|  | | | |
| Assessment criteria: *(for which the activity provides evidence)* | | | |
|  | | | |
| How the activity covers the requirements of the assessment criteria, including how and where the activity took place: | | | |
|  | | | |
| Witness name: |  | Job role: |  |
| Witness signature: |  | Date: |  |
| Learner name: |  | | |
| Learner signature: |  | Date: |  |
| Assessor name *(if different to the witness)*: |  | | |
| Assessor signature: |  | Date: |  |