

Completing the Evidence Record

Purpose: to record learner evidence against a range of assessment methods.

The Evidence Record needs to include a clear description of the evidence being presented to enable the assessor to make appropriate assessment judgements.

This document can be used to record a range of assessment methods. For direct observations and professional discussions, the Evidence Record needs to be completed by the tutor/assessor. However, the learner can complete the Evidence Records for other evidence such as reflective accounts or learner plans and records, the document can also be completed by Expert Witnesses to record their statements.

Feedback in relation to the assessment recorded on this paperwork will be given on the assessment cycle feedback sheet.

Learner / assessor details	General information to identify the learner and tutor/assessor.
Assessment method	The tutor/assessor should indicate which assessment method has been used by adding the appropriate assessment method from the recommended list for the qualification. A list of recommended assessment methods are provided by CACHE.
Recording of evidence	The assessor needs to present a holistic view and narrative of the learner's practice, clearly recording what they have seen the learner do and say whilst conducting the observation/professional discussion. The assessor is not required to copy the assessment criteria onto the evidence record as this does not demonstrate what the learner can do or understands. Instead, record which assessment criteria is covered by the narrative by inserting the unit/criteria met in the right hand column i.e. Unit 6 1.2, 1.3, 1.7. This form can also be used for the assessor to record comments and judgements of competency when reviewing work products that the learner has completed, as part of their job role, in the real work environment e.g. an accident form or safety checklist.
Units / Assessment criteria	The evidence should be linked by the tutor/assessor to the range of units or assessment criteria that it covers.
Signatures	To be signed and dated by both the tutor/assessor and the learner to show that they have both accepted the record as a true and accurate reflection of the evidence presented.



Learner name		Date	
CACHE PIN		Qualification & level	
Tutor/Assessor name			

Assessment method			
Direct observation		Learner's own work products	
Professional discussion		Question & answer	
Reflection on own practice		Other (please state below)	

Recording of evidence	Unit Assessment criteria



Recording of evidence	Unit Assessment criteria

Learner name and signature		Date	
Tutor/Assessor name and signature		Date	