

**Guidance on completing a witness testimony for portfolio of evidence**



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| A witness testimony allows a line manager, mentor or colleague to provide an account of their observation of a particular activity an Apprentice has carried out within their current job role. This witness will be expected to have knowledge of the Apprenticeship Standard in order to make a professional judgement on this activity.  A Witness Testimony is an excellent example of Supporting Evidence, especially when confidentiality is an issue; however, they should not be considered as the only evidence against full learning outcome achievement but can form a vital part of it.  It doesn’t always have to be a written account – an audio recording or video interview between the training provider/employer and the apprentice is another acceptable method. |



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| |  |  | | --- | --- | | **Apprentice name** |  | | **Apprenticeship Standard** |  | | **Location of task** | *This is where the apprentice will indicate the location* | | **Date** |  | | **Witness name** |  | | **Relationship to Apprentice** | *(This can be the line manager, colleague, mentor, observer from the training provider)* | | **Contact details** |  | | **Description of activity undertaken** | *This is where we would expect to see the detailed description of the activity observed* |  |  |  | | --- | --- | | **Standard Learning Outcomes Witnessed** | **Relevant Learning Outcome(s)** | | *Cut and paste all of the Skills and behaviours from the relevant standard and highlight the skills and behaviours being observed.* | *Indicate here all of the relevant skills and behaviours demonstrated during the observation* |  |  | | --- | | **Witness testimony** | | ***This is where the witness/assessor/observer will provide a narrative which supports the skills and behaviours observed during the activity.***  ***The apprentice should provide links to supporting documents and work product- reports, agendas of meetings, action logs etc to support what has been observed.*** | |

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| Expert Witness | Relationship to the Apprentice | Signature |
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