



Thank you for considering to be an expert witness. This brief guide outlines the role of an expert witness. An expert must:

- have a working knowledge of the RQF units for which they are providing witness testimony;
- be occupationally competent in their area of expertise;
- have either a qualification that includes assessment of workplace performance or a professional work role that involves evaluating everyday practice of staff.

Occupationally competent

Where an expert fails to declare their occupational competency, they will be treated as an ordinary witness. Anyone can be a witness (clients, colleagues, supervisors etc). Witness testimonies are not usually considered as a strong assessment method. Further evidence might be required to supplement evidence from ordinary witnesses.

To prove occupational competency please complete our occupational competency declaration highlighting your skills, expertise and experience. You can also provide a copy of your CV or certificates.

Experts can alternatively state their job role, qualifications, experience and expertise at the beginning of their first witness report.

Please note, that either or both the internal and external quality assurer's reserve the right to request to see copies of your declared qualifications.

Relationships

All types of relationships need to be declared in line with our conflict-of-interest policies and procedures. You are expected to declare any conflict of interest before becoming a witness.

Your Role

Expert witnesses should provide their contact details that includes, full name, telephone number and email address. They accept these can be used by the assessor, internal and external quality assurer's to carry out their duties.

Experts should provide an accurate record of what they have witnessed. They should not make an assessment decision or generalise without identifying specific events or activities. Dates should be provided identifying when they were a witness. Remember you are not writing a testimonial.

Please use your organisational letter-head or official email to forward your statement.



We do recognise the importance of maintaining confidentiality. Please ensure you do not expose the personal details of your clients or any organisational secrets when writing your statement.

It is a good idea to have access to the units and assessment criteria to have an idea of the evidence required. Please aim for quality rather than quantity when writing your report.

An Example of an expert witness report featuring only three paragraphs.

I am the manager of Carewings and have been in the role for 7 years. I supervise Jade who works as an advisor. Her role involves supporting clients who have a range of needs such as being at risk of homelessness, domestic abuse and extreme poverty. Her other duties include supporting with career advice and employment.

I have observed Jade working with clients several times. One such occasion was on the 4th of May 2021. Jade had told me during supervision that she was going to be meeting client A. She had informed the client beforehand that I would be present solely to observe her. I observed her email communications with the client that took place before the meeting. The language was appropriate, clear to understand and written in line with organisational guidelines. The client was provided information to prepare for the meeting such as the questions going to be asked and the documents that will be required such as her ID. She was also asked to come with a mask and given some information about the covid procedures in place. I also noticed that she was also given choice regarding the meeting time and date. This again fits in with the organisational ethos of being service user led and working in partnership with clients.

On the day of the meeting, Jade led the client to a quiet room where I was introduced. She informed her that I was her manager and was only there to observe her. Jade used open questions and double checked the client understood by asking questions, at times in a different way but serving the same purpose. Jade did not appear to rush the client and demonstrated good communication skills such as listening and body language.

Paragraph 1 confirms the occupational competency of the manager and relationship. It also confirms the job role of Jade and her eligibility to be on the course as an advisor.

Paragraph 2 confirms an observation that took place. The manager identified communication methods and skills, working in line with organisation procedures, health, safety, welfare, fairness, accuracy of records and preparing the client which can also be seen as empowerment.

Paragraph 3 confirms good practice, a supportive environment, double checking on understanding and building rapport with the client.

Please feel free to get in touch by email (contact@etutor.org.uk) if you require further support regarding your role of being an expert witness. We will allocate a member of staff to support you.

