

Third Party Checklist

Candidate's Name	Rani Doyle		
Assessor or Observer's Name	Eva Hoyos		
Unit of Competence (Code and Title)	BSBITU301		
Date of Assessment			
Location	Brendale		
Demonstration Tasks			
Materials and Equipment			
Tasks to be simulated if not witnessed over time:	Yes	No	Comment
1. Did the learner design simple databases, with at least two tables, using a database application, basic design principles, software functions and simple formulae?	x		
2. Did the learner develop tables with fields and attributes according to database usage, as well as data considerations and user requirements?	x		
3. Did the learner create primary keys for each table?	x		
4. Did the learner modify the table layout and field attributes as required?	x		
5. Did the learner create a relationship between the two tables?	x		
6. Did the learner check and amend data entered, in accordance with organisational and task requirements?	x		
7. Did the learner determine information output, database tables to be used and report layout to meet task requirements?	x		
8. Did the learner determine data groupings, search and sort criteria to meet task requirements?	x		
9. Did the learner run reports and queries to check results and formulae provide the required data?	x		
10. Did the learner modify reports to include or exclude additional requirements?	x		
11. Did the learner ensure data inputted met designated timelines and organisational requirements for speed and accuracy?	x		

12. Did the learner use manuals, user documentation and online help to overcome problems with database design and production?	x		
13. Did the learner preview, adjust and print database reports or forms in accordance with organisational and task requirements?	x		
14. Did the learner name and store databases, in accordance with organisational requirements, and exit application without data loss or damage?	x		
15. Did the learner prepare and distribute reports to appropriate people in a suitable format?	x		
The candidate's performance was:	Not Satisfactory	Satisfactory	

Further comments:

Candidate's Signature	
Assessor/Observer's Signature	

Third Party Evidence

Confidential Information	
Name of Candidate	Rani Doyle
RTO:	
Unit(s) of Competence	BSBITV301

As part of the assessment for the units of competency, we are seeking evidence to support a judgment about the candidate's competence. As part of the evidence of competence we are seeking reports from the supervisor and other people who work closely with the candidate.

Name of the supervisor:	Eva Hoyos
Workplace:	Securcom
Address:	79/193 South Pine Rd, Brendale
Phone:	07 3881 6000

Do you understand which evidence/tasks the candidate has provided/performed that you are required to comment on?

☒ Yes ☐ No

As the assessor explains the purpose of the candidates assessment?

☒ Yes ☐ No

Are you aware that the candidate will see a copy of this form?

☒ Yes ☐ No

Are you willing to be contacted should further verification of this statement be required?

☒ Yes ☐ No

What is your relationship to the candidate?	Supervisor
How long have you worked with the person being assessed?	Since 28/11/2016
How closely do you work with the candidate in the area being assessed?	Supervisor Capacity
What is your technical experience and/or qualification (s) in the area being assessed? (Include any assessment or training qualifications.)	

- Perform tasks to the industry standards? ☒ Yes ☐ No
- Managed job tasks effectively? ☒ Yes ☐ No
- Implement safe working practices? ☒ Yes ☐ No
- Solve problems on the job? ☒ Yes ☐ No
- Work well with others? ☒ Yes ☐ No
- Add that to new tasks? ☒ Yes ☐ No
- With unusual or non-routine situations? ☒ Yes ☐ No

Overall do you believe the candidate conforms to the standard required by the unit of competency on a consistent basis?	YES
Identify any training needs for the candidate:	

Any other comments:
