

Third Party Checklist

Candidate's Name	Rani Doyle	
Assessor or Observer's Name	Eva Hoyos	
Unit of Competence (Code and Title)	BSBITU304	
Date of Assessment		
Location	Brendale	
Demonstration Tasks		
Materials and Equipment		
Tasks to be simulated if not witnessed over time:	Yes	No
1. Did the learner adhere to ergonomic, work organisation and occupational health and safety requirements?	X	
2. Did the learner use energy and resource conservation techniques to minimise wastage?	X	
3. Did the learner identify spreadsheet task requirements in relation to data entry, storage, output and presentation?	X	
4. Did the learner ensure spreadsheet design suits purpose, audience and information requirements of task?	X	
5. Did the learner ensure spreadsheet design enhances readability and appearance, and meets organisational and task requirements for style and layout?	X	
6. Did the learner use style sheets and automatic functions to ensure consistency of design and layout?	X	
7. Did the learner ensure data is entered, checked and amended to maintain consistency of design and layout, in accordance with organisational and task requirements?	X	
8. Did the learner format spreadsheet using software functions to adjust page and cell layout to meet information requirements, in accordance with organisational style and presentation requirements?	X	
9. Did the learner ensure formulae are tested and used to confirm output meets task requirements, in consultation with appropriate personnel as required?	X	
10. Did the learner use manuals, user documentation and online help to overcome problems with spreadsheet design and production?	X	

11. Did the learner select chart type and design that enables valid representation of numerical data, and meets organisational and task requirements?		X	
12. Did the learner create charts using appropriate data range in spreadsheet?		X	
13. Did the learner modify chart type and layout using formatting features?		X	
14. Did the learner preview, adjust and print spreadsheet and any accompanying charts, in accordance with task requirements?		X	
15. Did the learner ensure data input meets designated timelines and organisational requirements for speed and accuracy?		X	
16. Did the learner name and store spreadsheet in accordance with organisational requirements and exit application without data loss/damage?		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	B5B1TV304

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.)	

Does the candidate:

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?

Identify any training needs for the candidate:

Any other comments: