

Third Party Reports

The Third Party Report should be completed by a senior member of staff i.e. a supervisor or manager, where possible. The report should cover the points below, with a description to show that the tasks have been witnessed over time, whilst working with the learner. Examples, times, dates etc should be included if possible.

As this unit is about organising workplace information you will need to have witnessed the learner within a meeting or training environment:

1. Collecting and assessing information
2. Organising information
3. Reviewing information needs.

Ticking yes/no next to the tasks is required, as well as an accompanying report.

13. Did the learner document future information needs and incorporate in modifications to reporting processes?		Yes	
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	BSBINM301

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?	8 months
How closely do you work with the candidate in the area being assessed?	Supervisor
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?

Yes Rani is working well following the Company's standards and practices.

Identify any training needs for the candidate:

Any other comments: