

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, while working with the learner. Examples, times, dates etc. should be included, if possible.

As this unit is about maintaining financial records, you will need to have witnessed the learner within a working or training environment:

1. Maintaining daily financial records
2. Maintaining general ledger
3. Monitoring cash control.

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

Third Party Checklist

Candidate's Name	Gemma Martin	
Assessor or Observer's Name	Grace Martin	
Unit of Competence (Code and Title)	BSBFIA301 Maintain Financial Records	
Date of Assessment		
Location		
Demonstration Tasks	MYOB & Excel.	
Materials and Equipment		
Tasks to be simulated if not witnessed over time:	Yes	No
1. Did the learner correctly maintain daily financial records and in accordance with <i>organisational and legislative requirements</i> for accounting purposes?	✓	
2. Did the learner identify and rectify or refer <i>discrepancies</i> or errors in <i>documentation</i> or transactions to <i>designated persons</i> in accordance with organisational and legislative requirements?	✓	
3. Did the learner accurately credit and debit transactions and promptly enter into <i>journals</i> in accordance with organisational and legislative requirements?	✓	
4. Did the learner maintain general ledger in accordance with organisational and legislative requirements?	✓	
5. Did the learner post <i>transactions</i> into general ledger in accordance with organisational and legislative reporting requirements?	✓	
6. Did the learner <i>reconcile systems for accounts payable and receivable</i> with general ledger?	✓	
7. Did the learner accurately prepare trial balance from general ledger in accordance with organisational and legislative requirements?	✓	
8. Did the learner ensure cash flow is accurately accounted for in accordance with organisational and legislative requirements?	✓	
9. Did the learner make and receive <i>payments</i> in accordance with organisational and legislative requirements?	✓	
10. Did the learner collect or follow-up outstanding accounts within designated time lines?	✓	
11. Did the learner check payment documentation for accuracy of information and despatch to creditors within <i>designated time line</i> ?	✓	

The candidate's performance was:	Not Satisfactory	Satisfactory ✓
Further comments:		
Candidate's Signature		
Assessor/Observer's Signature		

Third Party Evidence

Name of Candidate	Gemma Martin	Confidential Information
RTO:		
Unit(s) of Competence	BSBFIA301	

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:	Grace Martin
Workplace:	RHM Building Innovations
Address:	117 Mt Lindesay Hwy Gleneagle
Phone:	1300 858 746 4285

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?	Employer
How long have you worked with the person being assessed?	3 y
How closely do you work with the candidate in the area being assessed?	Directly
What is your technical experience and/or qualification (s) in the area being assessed? (Include any assessment or training qualifications.)	Business Manager

Does the candidate:

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

N/A

Any other comments:

Gemma is advancing to an advanced skill set.