

Third Party Checklist

Candidate's Name	Rani Doyle	
Assessor or Observer's Name	Eva Hoyos	
Unit of Competence (Code and Title)	BSBITU306	
Date of Assessment		
Location	BRENDLE	
Demonstration Tasks		
Materials and Equipment		
Tasks to be simulated if not witnessed over time:	Yes	No
1. Did the learner select and use appropriate <i>technology</i> and <i>software</i> applications to produce required <i>business documents</i> ?	x	
2. Did the learner select layout and style of publication according to information and <i>organisational requirements</i> ?	x	
3. Did the learner ensure document design is consistent with company and/or client requirements, using basic design principles?	x	
4. Did the learner discuss and clarify format and style with person requesting document/publication?	x	
5. Did the learner identify, open and generate files and records according to task and organisational requirements?	x	
6. Did the learner design document to ensure efficient entry of information and to maximise presentation and appearance of information?	x	
7. Did the learner use a range of <i>functions</i> to ensure consistency of design and layout?	x	
8. Did the learner operate <i>input devices</i> within designated requirements?	x	
9. Did the learner complete document production within designated timelines according to organisational requirements?	x	
10. Did the learner check document produced to ensure it meets task requirements for style and layout?	x	
11. Did the learner store document appropriately and save document to avoid loss of data?	x	
12. Did the learner use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production?	x	

13. Did the learner proofread document for readability, accuracy and consistency of language, style and layout prior to final output?		X	
14. Did the learner make any modifications to document to meet requirements?		X	
15. Did the learner <i>name</i> and <i>store</i> document in accordance with organisational requirements and exit application without data loss/damage?		X	
16. Did the learner print and present document according to requirements?		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	BSB1TV306

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?

Yes.

Identify any training needs for the candidate:

Any other comments: