

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	Zoe Lwin		
Assessor or Observer's Name	Simon Lwin		
Unit of Competence (Code and Title)	BSBFIA301 Maintain Financial Records		
Date of Assessment	14/6/2017		
Location			
Demonstration Tasks			
Materials and Equipment			
Tasks to be simulated if not witnessed over time:			
1. Did the learner correctly maintain daily financial records and in accordance with <i>organisational and legislative requirements</i> for accounting purposes?	✓	Yes	No
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	peteair	
Assessor/Observer's Signature	peteair	

Third Party Evidence

Confidential Information	
Name of Candidate: Zoe Lwin	
RTO: CSTC	
Unit(s) of Competence: BSBFIA301 Maintain Financial Records	

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: Simon Lwin
Workplace: Lwin Cleaning
Address: 79 Waterview Avenue, Wynnium, 4178
Phone:

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?	Boss
How long have you worked with the person being assessed?	2 Years
How closely do you work with the candidate in the area being assessed?	Same Office
What is your technical experience and/or qualification (s) in the area being assessed? (include any assessment or training qualifications.)	Owner/Operator Lwins Cleaning, Flood Damage Restoration Technician, Carpet Cleaning Technician.

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: