

Third Party Checklist

Candidate's Name	Rani Doyle	
Assessor or Observer's Name	Eva Hoyos	
Unit of Competence (Code and Title)	BSBWOR301	
Date of Assessment		
Location	Brendale	
Demonstration Tasks		
Materials and Equipment		
Tasks to be simulated if not witnessed over time:		
1. Did the learner ensure that work goals, objectives or Key Performance Indicators (KPIs) are understood, negotiated and agreed in accordance with organisational requirements?	Yes	No
	X	
2. Did the learner assess and prioritise workload to ensure tasks are completed within identified timeframes?		X
3. Did the learner identify factors affecting the achievement of work objectives and incorporate contingencies into work plans?		X
4. Did the learner use business technology efficiently and effectively to manage and monitor scheduling and completion of tasks?		X
5. Did the learner accurately monitor and adjust personal work performance through self assessment to ensure achievement of tasks and compliance with legislation and work processes or KPIs?		X
6. Did the learner ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements?		X
7. Did the learner routinely identify and report on variations in the quality of and products and services according to organisational requirements?		X
8. Did the learner identify signs of stress and effects on personal wellbeing?		X
9. Did the learner identify sources of stress and access appropriate supports and resolution strategies?		X
10. Did the learner identify personal learning and professional development needs and skill gaps using self assessment and advice from colleagues and clients in relation to role and organisational requirements?		X
11. Did the learner identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel?		X

12. Did the learner access, complete and record professional development opportunities to facilitate continuous learning and career development?	x	
13. Did the learner incorporate formal and informal feedback into review of further learning needs?	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	B5B WD 301

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: