

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 contributing to team effectiveness, you will need to have witnessed the learner within a working or training environment:

1. Contributing to team outcomes
2. Supporting team cohesion
3. Participating in work team
4. Communicating with management.

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

Third Party Checklist

Candidate's Name	Rani Doyle	
Assessor or Observer's Name	Eva Hoyos	
Unit of Competence (Code and Title)	BSBFLM312	
Date of Assessment		
Location	Brendale	
Demonstration Tasks		
Materials and Equipment		
Tasks to be simulated if not witnessed over time:	Yes	No
1. Did the learner consult with team members to identify team purpose, roles, responsibilities, goals, plans and objectives and provide support to team members?	x	
2. Did the learner support team members to meet expected outcomes?	x	
3. Did the learner encourage team members to participate in the planning, decision making and operational aspects of the work team?	x	
4. Did the learner encourage team members to take responsibility for their own work and assist each other?	x	
5. Did the learner provide feedback to team members to encourage, value and reward team members' efforts and contributions?		N/A
6. Did the learner identify and address issues, concerns and problems identified by team members, or refer to relevant persons as required?	x	
7. Did the learner encourage and support team members to participate in team activities and communication, and to take responsibility for their actions?	x	
8. Did the learner support the team to identify and resolve problems which impede its performance?	x	
9. Did the learner serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers?	x	
10. Did the learner maintain open communication with line manager/management at all times?	x	
11. Did the learner communicate information from the line manager/management to the team?	x	
12. Did the learner communicate unresolved issues to line manager/management and follow up to ensure action was taken in response to these matters?	x	

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

Third Party Evidence

Confidential Information	
Name of Candidate Rani Doyle	
RTO:	
Unit(s) of Competence	

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 Pty Ltd
Address: 79/193 South Pine Rd, Brendale 4500
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?	7.5mths
How closely do you work with the candidate in the area being assessed?	Closely
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: