

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 writing simple documents, you will need to have witnessed the learner within a working or training environment:

1. Planning a document
2. Drafting a document
3. Reviewing a document
4. Writing a final document.

Tick 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)	BSBW/RT301	
Date of Assessment		
Location		
Demonstration Tasks		
Materials and Equipment		
Tasks to be simulated if not witnessed over time:	Yes	No
1. Did the learner determine audience and purpose for the document?	X	
2. Did the learner determine the format and structure?	X	
3. Did the learner establish key points for inclusion?	X	
4. Did the learner identify organisational requirements?	X	
5. Did the learner establish method of communication?	X	
6. Did the learner establish means of communication?	X	
7. Did the learner develop draft document to communicate key points?	X	
8. Did the learner obtain and include any additional information that is required?	X	
9. Did the learner check draft for suitability of tone for audience, purpose, format and communication style?	X	
10. Did the learner check draft for readability, grammar, spelling, and sentence and paragraph construction?	X	
11. Did the learner check draft for sequencing and structure?	X	
12. Did the learner check draft to ensure it meets organisational requirements?	X	
13. Did the learner ensure draft is proofread, where appropriate, by supervisor or colleague?	X	
14. Did the learner make and proofread necessary changes?	X	

15. Did the learner ensure document is sent to intended recipient?	X	
16. Did the learner file copy of document in accordance with organisational policies and procedures?	X	

The candidate's performance was:	Not Satisfactory	Satisfactory
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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
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**

As the assessor explains the purpose of the candidates assessment? **Yes**

Are you aware that the candidate will see a copy of this form? **Yes**

Are you willing to be contacted should further verification of this statement be required? **Yes**

What is your relationship to the candidate?	Supervisor
How long have you worked with the person being assessed?	1 year
How closely do you work with the candidate in the area being assessed?	Supervisor
What is your technical experience and/or qualification (s) in the area being assessed? (Include any assessment or training qualifications.)	

