

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.

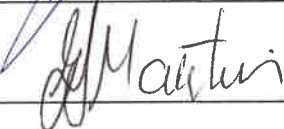
As this unit is about designing and producing business documents, you will need to have witnessed the learner within a working or training environment:

1. Selecting and preparing resources
2. Designing document
3. Producing document
4. Finalising document.

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

Third Party Checklist

Candidate's Name	Gemma Martin	
Assessor or Observer's Name	Grace Martin	
Unit of Competence (Code and Title)	BSBITU306 Design and produce business documents	
Date of Assessment		
Location		
Demonstration Tasks	Prepare docs.	
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> ?	✓	
2. Did the learner select layout and style of publication according to information and <i>organisational requirements</i> ?	✓	
3. Did the learner ensure document design is consistent with company and/or client requirements, using basic design principles?	✓	
4. Did the learner discuss and clarify format and style with person requesting document/publication?	✓	
5. Did the learner identify, open and generate files and records according to task and organisational requirements?	✓	
6. Did the learner design document to ensure efficient entry of information and to maximise presentation and appearance of information?	✓	
7. Did the learner use a range of <i>functions</i> to ensure consistency of design and layout?	✓	
8. Did the learner operate <i>input devices</i> within designated requirements?	✓	
9. Did the learner complete document production within designated timelines according to organisational requirements?	✓	
10. Did the learner check document produced to ensure it meets task requirements for style and layout?	✓	
11. Did the learner store document appropriately and save document to avoid loss of data?	✓	
12. Did the learner use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production?	✓	

13. Did the learner proofread document for readability, accuracy and consistency of language, style and layout prior to final output?	✓	
14. Did the learner make any modifications to document to meet requirements?	✓	
15. Did the learner <i>name</i> and <i>store</i> document in accordance with organisational requirements and exit application without data loss/damage?	✓	
16. Did the learner print and present document according to requirements?	✓	
The candidate's performance was:	Not Satisfactory	Satisfactory ✓
Further comments:		
Candidate's Signature		
Assessor/Observer's Signature		

Third Party Evidence

Name of Candidate	Gemma Mart.	Confidential Information
RTO:		
Unit(s) of Competence	BSBITU306	

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:	Grace Martin
Workplace:	RHM Building Innovations
Address:	117 Mt Lindesay Hwy Gleneggle
Phone:	1300 858 746 4285

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?	Employer
How long have you worked with the person being assessed?	3 y.
How closely do you work with the candidate in the area being assessed?	Directly
What is your technical experience and/or qualification (s) in the area being assessed? (Include any assessment or training qualifications.)	Business Manager

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:

Ongoing on the job.

Any other comments:

N/A