

Third party evidence report
Course number and name: _____

Note for assessor: A sample format is provided below on some skill areas eg communication and team skills. Third party evidence relating to other competencies should follow a similar format.

Candidate's name	
Third Party Evidence Provided By:	
Relationship to Candidate:	
Evidence Collected	Interview at the workplace <input type="checkbox"/> Interview on the telephone <input type="checkbox"/>
Interview conducted by:	
Instructions:	
As part of the assessment for the unit(s) of competency listed above, we are seeking evidence to support a judgement about the candidate's competence. As part of the process of gathering evidence of competence, we are seeking reports from the supervisor and other people who work closely with the candidate.	

Does the candidate consistently:	Yes	No
Contribute to the flow of relevant work information and ideas?	<input type="checkbox"/>	<input type="checkbox"/>
Contribute to the maintenance and improvement of work communication?	<input type="checkbox"/>	<input type="checkbox"/>
Deal with work issues, problems and conflicts?	<input type="checkbox"/>	<input type="checkbox"/>
Respond quickly and remaining calm in contingency situations in accordance with enterprise standards?	<input type="checkbox"/>	<input type="checkbox"/>
Support others in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Work well within the team environment?	<input type="checkbox"/>	<input type="checkbox"/>
Operate to the level of a tradesperson, ie: <ul style="list-style-type: none"> • read common working instructions and technical drawings; • independently plan the method and order of progressing a job; • take measurements and readings using measuring instruments of appropriate accuracy; • mark out, lay out and set up work; • select appropriate techniques, materials, tools, machines and/or equipment; • check and/or test their work in relation to the relevant standards; 	<input type="checkbox"/>	<input type="checkbox"/>

Does the candidate consistently:		Yes	No
and (continued over page) <ul style="list-style-type: none"> Carry out these tasks in a safe and timely manner. 			
Operate safely in the workplace?		<input type="checkbox"/>	<input type="checkbox"/>
Undertake tasks following the logical sequence of events?		<input type="checkbox"/>	<input type="checkbox"/>
Understand and follow the organisation's quality control processes		<input type="checkbox"/>	<input type="checkbox"/>
Signed by the supervisor:		Date:	
Signed by the Assessor		Date:	