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| TEIA Ltd |
| Observation Checklist/Third Party Report |
| This is a confidential report. It is for the perusal of the supervisor, the candidate and the assessor. (Part G) |
| Name of candidate: |       |
| Units of competency: |  *BSBXTW301 Work in a team* |

As part of the assessment for the units of competency above we are seeking evidence to support a judgement about the above candidate’s competence. This report may be completed as either an Assessor Observation Checklist or a Third Party Report where the candidate has access to a suitable work environment. Multiple reports may be completed where a single person is unable to verify all elements.

Note that assessors may also use this document to record and confirm competency in routine tasks associated with a learning program over an extended period of time, i.e. accumulated evidence.

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| This report is being completed as: | **[ ]  Assessor Observation [ ]  Third Party Report** |
| Name of Supervisor: |       |
| Position of Supervisor: |       |
| Workplace: |       |
| Address: |       |
| Telephone: |       |
| Email: |       |
| Has the purpose of the candidate's assessment been explained to you? | **[ ]** 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? |       |
| How long have you worked with the person being assessed? |       |
| How closely do you work with the candidate in the area being assessed? |       |

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| What is your experience and/or qualification(s) in the area being assessed? (Include teaching qualifications if relevant.) |       |

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| Does the candidate consistently perform the following workplace activities? | Yes | No |
| Identify individual and own team roles and responsibilities | **[ ]**  | **[ ]**  |
| Plan assigned tasks according to priorities and deadlines, and in accordance with organisational requirements | **[ ]**  | **[ ]**  |
| Actively contribute to achievement of team goals | **[ ]**  | **[ ]**  |
| Share knowledge, ideas and problems with team members | **[ ]**  | **[ ]**  |
| Act on feedback in a constructive manner | **[ ]**  | **[ ]**  |
| Collaborate with a remote team member on a workplace issue |  |  |
|  **Task 1*** *Work in a team towards a common goal and achieve the intended outcomes.*
* *List the teams in which they are currently working and their specific roles in each team.*
 | **[ ]**  | **[ ]**  |
| Comment (if relevant):      |
| **Task 2*** *Provide two examples of your sharing knowledge, ideas and problems with team members.*
* *Provide an example of feedback you have received as a member of a team and what you did to act on this feedback.*
 | **[ ]**  | **[ ]**  |
| Comment (if relevant):      |
| **Task 3*** *Carry out a self-review of your performance with one of your teams. Provide a brief written report on your current status, areas where you feel you need to improve and anything else you feel is relevant.*
 | **[ ]**  | **[ ]**  |
| Comment (if relevant):      |
| **Does the candidate:** | Yes | No |
| * perform job tasks to industry standards?
 | **[ ]**  | **[ ]**  |
| * ensure they and their team follow the enterprise’s policies, procedures and expectations?
 | **[ ]**  | **[ ]**  |
| * support others in their team?
 | **[ ]**  | **[ ]**  |
| * solve problems collaboratively?
 | **[ ]**  | **[ ]**  |
| * work well with others?
 | **[ ]**  | **[ ]**  |
| * uses technology to work with colleagues remotely?
 | **[ ]**  | **[ ]**  |
| * helps the team with unusual or non-routine situations?
 | **[ ]**  | **[ ]**  |
| *
 | **[ ]**  | **[ ]**  |
| Overall, do you believe the candidate performs to the standard required by the units of competency on a consistent basis? |  [ ]  Yes [ ]  No |
| Identify any further training in this area that the candidate may require: |
|       |
| Comments: |
|       |
| Supervisor’s Signature:  | Date:       |