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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? | | | YesNo |
| Are you aware that the candidate will see a copy of this form? | | | YesNo |
| Are you willing to be contacted should further verification of this statement be required? | | | YesNo |
| 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: | | | |