

Third Party Report

(Referee testimonial)

Instructions to the student:

Due to the nature of the assessment tasks related to this unit of competency, you are required to have your direct supervisor or manager complete a third party report. The purpose of this report is to verify that you have undertaken the specified activities in the workplace.

You will need to arrange a time for your supervisor or manager to observe you implementing the activities specified in this report.

Have your supervisor or manager complete the document to confirm you have implemented the activities in the workplace and to the required workplace standard.

Once the document is complete, they may send it directly to your assessor or provide you with the document to upload for submission. If sending directly to your assessor please confirm and provide them with your assessor's email address.

Please note that your supervisor or manager may be contacted by your assessor to discuss the your performance in relation to the tasks specified on this report.

Instructions to the third party referee:

Thank you for taking the time to complete this report. The student who has provided you with this report requires to be assessed in the following unit of competency: **FBPWHS3001 Contribute to work health and safety processes.**

As a part of their assessment, the student is required to complete a number of activities in the workplace. We would like you to review and complete the following checklist to provide confirmation and comment on their ability to undertake specified activities in the workplace, meeting the required workplace standard.

The purpose of this questionnaire is for you to describe or confirm the work practices and characteristics consistently demonstrated by the candidate. You are not being asked to make a formal assessment decision relating to the candidates competency in this unit.

Please ensure all sections of this document are complete.

You may be contacted by your students' assessor to discuss their performance in relation to the tasks specified on this report.

Once the document is complete, you may send it directly the students assessor or return the document for the student to upload for submission. If you wish to send the document to your students assessor, please as the student for their assessors contact details.

We will keep your responses confidential.

If you have any queries about the questionnaire, please ask the candidate, as they will have been briefed in the process. If they can't answer your questions, contact National Food Institute on (03) 98507546 or email studentadmin@nfiaus.edu.au and they will put you in contact with the students assessor.

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RTO Name:	National Food Institute Pty Ltd TOID 3821	Review date:	2/8/23	Page:	1 of 3

FBPWHS3001 Contribute to Work Health and Safety Processes	
Students name	
Referee's name <i>(Name of person providing this evidence)</i>	
Position/title	
Workplace	
Workplace address	
Telephone number	
Email address	
This report was completed	via interview by Assessor <input type="checkbox"/> independently by referee <input type="checkbox"/>
Interview conducted by <i>(if applicable)</i>	
Date of interview	
Instructions	<p>As part of the assessment for FBPWHS3001 Contribute to work health and safety processes the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience.</p> <p>This checklist involves validating a range of tasks performed by the candidate over a period of time and is useful in identifying competence.</p>

	Yes	No
I understand the evidence/tasks the candidate has performed on which I am required to comment.	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to be contacted if further verification of my statements is required.	<input type="checkbox"/>	<input type="checkbox"/>

Complete the next page

Activity	Has the candidate demonstrated their ability to perform this activity to the appropriate workplace standard?	
	Yes	No
Communicates clearly and effectively, using the appropriate language, tone and pace when discussing safety information.		
Shares relevant information and ideas on safe work practices and contributions help address safety issues.		
Assists team members in accurately reporting safety issues including helping complete necessary workplace documentation.		
Recognises and responds appropriately to emergency signals and alarms. Takes immediate action to respond to the emergency following workplace procedures and within the scope of job role.		
Participates in workplace emergency evacuation.		
Takes immediate action to respond to an emergency following workplace procedures and within the scope of job role		

Additional comments about the candidate's work performance:

Please state to confirm the three risks the student identified to the organisation:

Please state to confirm the three control measures that they implemented in the workplace:

Any other comments? (Optional).

Referee Name	Referee Signature	Date