

Third Party Report (Confidential)

Candidate Name	:	
Competency Code & Name	:	MEM18001 - Use hand tools
Assessment Pathway	:	<input type="checkbox"/> Formal Training
Training Center	:	

Candidates must apply knowledge and skills in the work environment in accordance with industry standards in the workplace to achieve a competent level.

Competency-based assessments require candidates to demonstrate consistent achievement of work behavior over a specified period. We require support from the candidate's supervisor or superior to confirm the candidate's accomplishments on the job site.

This Third Party Report / Third Party Statement will be used as part of the process and method for collecting evidence that supports the assessment of candidate competency.

Candidates are permitted to view this form after it has been completed by a third party (superior/supervisor) as part of the assessment documentation.

Part A

Third Party Details

Guide:

As a provider of a third party report you are required to:

- Have appropriate qualifications, or at least 2 years technical experience in the relevant area
 - Is the candidate's direct superior or supervisor
 - Understand the importance of filling out this form with integrity and honesty
 - Agree specifically on the candidate's performance achievements
 - Be ready with additional evidence at any time if needed for telephone communication / interview
- We appreciate your support and ask for your help in completing this statement as truthfully as possible.

Workplace	:	
Address	:	
Third Party Name	:	
Position	:	
Contact Detail	:	
Qualification/ Technical Experience	:	
Supervise candidates	from:	to:

Part B
Candidate Performance Achievements

TASK <i>Each candidate must provide evidence/proof of performance below with the job</i>	Confirm that the candidate performs tasks according to work standards	
	Eviden (No WO/job)	Date
following work instructions, standard operating procedures (SOPs) and safe work practices		
selecting and using hand tools to produce the desired outcome to job specifications		
following designated procedures for dealing with unsafe or faulty tools		
undertaking routine maintenance and cleaning of hand tools, including storage.		
explore activities and or utilise as listed below		
drawing interpretation includes recognising the following: <ul style="list-style-type: none"> relationship between the views contained in the drawing, objects, units of measurement, dimensions of the key features, symbols 		
hand tools include one (1) or more of the following: <ul style="list-style-type: none"> hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes, files of all cross-sectional shapes and types, hand held taps and dies 		
applications include one (1) or more of the following: <ul style="list-style-type: none"> adjusting, dismantling, assembling and finishing of items or components, finishing, cutting, scraping of metallic and non-metallic material to size and shape, tapping/retapping and threading/rethreading new/damaged threads 		
drawings include one (1) or more of the following: <ul style="list-style-type: none"> drawings and sketches not covered by as 1100 technical drawing or as 1102 graphical symbols for electrotechnical documentation, and their equivalents work specifications that include graphic representations that do not require interpretation 		
job specifications include one (1) or more of the following: <ul style="list-style-type: none"> finish, tension, size, shape 		
routine maintenance includes one (1) or more of the following: <ul style="list-style-type: none"> cleaning, lubricating, tightening, simple tool repairs, adjustments 		

Do you as a third party believe that the candidate consistently:	Yes
Have you prepared enough to do the above tasks?	<input type="checkbox"/>
Able to resolve any related issues that arise?	<input type="checkbox"/>
Do the above tasks comply with industry and workplace standards?	<input type="checkbox"/>
Comment :	

Part C

Signature of Approval and Validation

Third Party Signature				Date:
Supervisor's Name (if not the same as third party)		Date:		Date:
Training Center		Date:		Date: