

Reference (Third Party Report)

We seek your support in gathering evidence about the performance of this student. You are not assessing the student but providing feedback to the assessor for consideration of their skills and knowledge for training purposes.

Student Name: _____

Work Experience Provider: _____

Name of Supervisor: _____

☐ **BSBOPS201 Work Effectively in a Business Environment**

- ☐ Identify the business context
 - Understand the rights and responsibilities of employers and employees by following all organisational requirements
- ☐ Work in a team
 - Complete all allocated tasks courteously and seeking assistance where necessary
- ☐ Develop effective work habits
 - Dress and behave appropriately whilst at work including adhering to deadlines and work hours required

☐ **BSBCMM211 Apply communication skills**

- ☐ Identify communication requirements
 - Identify work task
 - Identify appropriate supervisors and other relevant employees
- ☐ Communicate using verbal and non-verbal communication skills
 - Use appropriate speaking, listening, questioning skills to participate in a work environment
- ☐ Draft written information
 - Follow organisational requirements to complete any workplace documentation/communication

☐ **BSBWHS211 Contribute to the health and safety**

- ☐ Operate safely in own work environment
 - Follows provided safety procedures and instructions when working
- ☐ Operate safely within requirements of own role
 - Identifies hazards and reports them to appropriate person
- ☐ Participate in WHS consultative processes
 - Discuss WHS issues (if required) with appropriate person to minimize risks

Please x any elements that have been demonstrated by the student consistently.

(Please refer to the performance criteria on the following pages for a detailed breakdown of the information relating to each of units and elements above)

Any other comments:

Signed: **Date:**