

**Referee Report – Confidential (to be completed by the applicant’s supervisor)**

As part of our Certificate IV Training and Assessment program, we are seeking evidence to support a judgement about the candidate’s skills and knowledge prior to being accepted on to this course. We are seeking reports from the supervisor or recent supervisor who work, or have worked, closely with the applicant.

|                            |  |
|----------------------------|--|
| <b>Name of applicant:</b>  |  |
| <b>Name of supervisor:</b> |  |
| <b>Workplace:</b>          |  |
| <b>Position:</b>           |  |
| <b>Phone:</b>              |  |

|  |  |
|--|--|
| <p><i>As the supervisor:</i></p> <p><b>How long have you worked in the above position?</b></p>   |  |
| <p><b>What is your experience and/or qualification(s) in the area being addressed?</b></p> <p><i>(Please include any assessment or training qualifications.)</i></p> |  |

| <b>Has the candidate:</b>   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Organised, contextualised and evaluated learning resources and materials for training sessions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Conducted training sessions?<br>How often?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Communicated with learners prior to training sessions to confirm program details?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Used delivery techniques to structure, pace and enhance learning?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Monitored learner progress and outcomes in consultation with learners and adjusted to suit learner’s needs?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Assessed candidates in the workplace?<br>How often?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Reported and recorded assessment decisions in line with internal policies and procedures?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Demonstrated knowledge and application of workplace health and safety policies and procedures?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Please note any internal policies, procedures and systems that the candidate is familiar with that relate to training and assessment? (For example: RTIO LMF, Prospect, Element etc) |                          |                          |
| <b>Any further comments to support the applicant’s enrolment into an ETAS TAE program</b>   |                          |                          |
| <b>Supervisor signature:</b>  | <b>Date:</b>             |                          |