

THIRD PARTY OBSERVATION CHECKLIST

This form is considered ‘Written Proof of Training on Registered Roads, NOT including mine sites, on a farm or in a yard’. This form WILL be verified by Keens Truck Driver Training Bunbury in the form of a phone call and/or email.

NOTE TO THE STUDENT

Please use this checklist to gather confirmation that you demonstrate the following performance criteria in a workplace context in relation to the unit of competency being assessed. Confirmation should relate to current or recent work you have undertaken and details of your ability should be provided by a person who has knowledge of the work and outcomes (supervisor, manager, and client). The person providing the information about you may be contacted to confirm details of the information provided in the report.

NOTE TO THE PROVIDER OF THIRD PARTY INFORMATION

Please consider each of the criteria listed below in relation to the person named on this checklist. The checklist is to gather third party confirmation that will support assessment decisions about the unit of competency identified below. You may be contacted by an assessor if clarification/confirmation is required.

In order to determine that the student demonstrates the requirement in a work related context, it is important that they have been observed consistently undertaking the listed tasks and activities to a workplace standard. Please provide your observation of the student’s ability by completing the checklist. If you require further information please contact Keens Truck Driver Training on (08) 9726 0530. Thank you for providing third party information for this student.

| | |
|--|--|
| Student Full Name: | |
| Name of Employer (if applicable) | |
| Workplace Supervisor Full Name: (Person Training Student) | |
| Contact details of workplace Supervisor (address & phone) | Phone: _____ Email: _____ Address: _____ |
| What class of licence does the training supervisor hold? | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">LR</div> <div style="border: 1px solid black; padding: 2px 10px;">MR</div> <div style="border: 1px solid black; padding: 2px 10px;">HR</div> <div style="border: 1px solid black; padding: 2px 10px;">HC</div> <div style="border: 1px solid black; padding: 2px 10px;">MC</div> </div> <p><i>Any person training a person to drive must have held the same class of licence or higher class of licence for 4 years to qualify as a trainer.</i></p> |
| Unit of Competency <i>Please tick appropriate vehicle class</i> | <div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> TLIC3003 Drive Medium Rigid vehicle (MR)</div> <div><input type="checkbox"/> TLIC3004 Drive Heavy Rigid vehicle (HR)</div> <div><input type="checkbox"/> TLIC3005 Drive Heavy Combination vehicle (HC)</div> <div><input type="checkbox"/> TLIC4006 Drive Multi Combination vehicle (MC)</div> <div><input type="checkbox"/> RIIMPO318F Conduct civil construction skid steer operations</div> <div><input type="checkbox"/> TLILIC0003 Licence to operate a forklift truck</div> <div><input type="checkbox"/> RIIMPO321E Conduct civil construction wheeled front end loader operations</div> <div><input type="checkbox"/> RIIMPO321E Conduct civil construction wheeled front end loader operations</div> </div> |

| Questions for workplace supervisor | Yes | No |
|--|-----|----|
| Do you understand the tasks the student has performed that you are required to comment on? | | |
| Are you willing to be contacted should further verification be required? | | |
| How long have you worked directly with the student identified in this form | | |

| Third Party Verification of Ability and Work Practice | Has the student satisfactorily demonstrated the criteria? | | |
|---|---|----|---------|
| Criteria | Yes | No | Mapping |
| Interprets and applies regulatory requirements and workplace procedures to their work activities to manage routine and non-routine work situations and occurrences | | | |
| Conducts work in accordance with safety, environmental and duty of care requirements. This includes adhering to road rules/regulations | | | |
| Engages in effective communication and interactions with others for specific work purposes (e.g. planning driving routes, conducting vehicle inspections, providing information regarding vehicle performance) | | | |
| Understands the causes and impact of stress and fatigue on drivers (including lifestyle choices) and implements strategies and techniques to minimise occurrence of fatigue and stress when driving on-road | | | |
| Uses tools (e.g. maps, GPS, traffic alerts, RAVS maps) to plan effective and efficient route plans that take into account traffic conditions, load, permits and regulatory requirements | | | |
| Shows a good working knowledge of the vehicle and associated systems of the heavy vehicle and uses these systems to maintain and monitor vehicle performance | | | |
| Maintains awareness when operating a heavy vehicle and identifies and responds to situations encountered by different types of road and environmental conditions, hazards, and traffic events to manage them in accordance with required procedures and regulations | | | |
| Completes required pre use checks, assemble and pre use preparations, maintenance and cleaning of vehicles and manages the results to ensure vehicles performance and safety are maintained | | | |
| Applies safe driving strategies and operation of vehicles using techniques that manage power and efficiency and maintain safety | | | |
| Recognises and responds appropriately to variations in the use of vehicles and equipment or the situations encountered in the course of their work role including reporting of incidents and malfunctions | | | |
| Criteria | Yes | No | Mapping |
| Completes and process paperwork as required by workplace procedures involving vehicle operations | | | |
| HC/MC only: Conducts uncoupling and coupling procedures in the workplace in a manner that is consistent with vehicle and trailers, is safe and ensures that trailers are securely connected | | | |

Overall do you believe the candidate sufficiently and safely completes work activities related to vehicle operations in a manner consistent with workplace and regulatory standards

☐ Yes☐ No

Comments or feedback from supervisor:

Supervisor Signature:

Date:

OFFICE USE ONLY

Third party information verified,
and note HOW

☐ Yes☐ No

Are further actions required

Report confirms student
competency against criteria

Assessor Name & Signature



Date