As part of the assessment, the assessor may use other personnel to collect evidence in the workplace. This may be because the Nationally Recognised Qualification requires evidence to be gathered directly from the workplace or because it is not possible for the assessor to observe the learner in their workplace due to:

* The remoteness of the learner's workplace
* It may not be appropriate for an assessor to observe the learner demonstrating the skills and knowledge due to ethical, privacy or confidentiality concerns, e.g. childcare centres, government agencies
* The assessor will not be able to observe all skills and knowledge applied in the workplace, e.g. contingencies that arise irregularly.

Your involvement is crucial in helping us gather authentic and valid evidence in situations where direct observation by the assessor is not possible.

**Your responsibilities as a third party observer**

As a third party, it is important for you to understand your responsibilities in the evidence-gathering process. Here are some key points to keep in mind:

1. The structured third-party report or observation checklist clearly identifies what needs to be observed or performed.
2. It is essential to confirm that you understand your role in the process. When you sign the observation checklist you are confirming your agreement to participate in the evidence-gathering process and you understand when and how to collect the evidence effectively.
3. In our role as the Blueprint assessor, it is essential to confirm the authenticity and currency of the evidence provided by the candidate. This means you will play a role in verifying that the evidence collected is genuinely the candidate's own work.

**Steps for you to follow in your role as a Third Party observer:**

* Ensure you meet the requirements of a suitablyqualified person**\***.
* Meet with the learner who has asked you to complete the Observation and discuss and clarify the assessment with them.
* Plan the location, date and time that is suitable for both of you.
* Review the Observation Checklist provided by the learner.
* Complete the Third Party Details section below as part of this document.
* Provide a copy of at least one relevant qualification you hold or a copy of your position description outlining your training role.
* Complete the Observation Checklist as the learner completes the assessment task.
* Provide the completed checklist to the learner.

We encourage you to email or call Blueprint to discuss your role in more detail if required.

Your contribution as a third party in gathering evidence is greatly appreciated, as it allows us to assess performance in alternative circumstances. If you have any questions or require further clarification, please do not hesitate to reach out to the Blueprint Career Development assessor.

**\*Suitably qualified persons**

Suitably qualified persons may include those with the following credentials

* Certificate IV in Training and Assessment
* A Diploma or higher in Adult Education
* Skill Set relevant to training
* School teacher
* Corporate trainers, eg, Training Manager or other trainers engaged on a regular basis in delivering training to others
* Learning and Development (HR) professionals.
* Vocational Competency and Currency in training delivery

You will be observing the learner, gathering the evidence and providing constructive feedback to the learner to help them improve their skills.

You will not be making the assessment judgement - this is the responsibility of the Blueprint Career Developer trainer/assessor.

**Details of the learner you will be observing**

|  |  |
| --- | --- |
| **Learner Name that you will be observing** |  |
| **Workplace** |  |
| **Email** |  |
| **Instructions to the learner** | Ensure the learner has read the detailed instructions for the assessment project and understands their role as the person delivering the work-based learning sessions and/or individual and group training sessions. |
| **Projects being undertaken**  (*This can include any projects being undertaken by this learner where the third party is the same person)* | *(ask the learner for details of the projects you will be observing and tick or highlight the relevant projects)*  **▢ Work-based learning sessions (Workplace Trainer Stream)** |
| **▢ Individual training sessions (Delivery Cluster Project 1 and Project 2)** |
| **▢ Group training sessions (Delivery Cluster Project 3)** |

**Details of the person acting in the role of the Third Party Observer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Third-Party Details** | | | |
| **Name** |  | **Position** |  |
| **Email** |  | **Phone** |  |
| **Company/Organisation** |  | | |
| **Relationship to learner**  (i.e. supervisor, line manager) |  | | |
| **Qualifications**  List the qualifications you hold relevant to your position within a training role. |  | | |
| **Experience**  Describe your level of experience in relation to your position within a training role. |  | | |
| **Instructions for the Third Party completing this report** | Once you have negotiated a time and place with the candidate where you will be observing their performance, complete the following tasks.   * Ask the learner to provide you with the Third Party Observer checklist to be used * Briefly explain to the learner your role and how you will be gathering evidence of their performance on behalf of the assessor * Watch the learner throughout the session and clearly note on the checklist when each observable task has been completed * Make any additional comments that are relevant to the candidate’s performance * Provide constructive feedback to the learner * If the learner has not demonstrated sufficiently for you to complete the entire requirements of the checklist, then discuss the gaps with the learner and ask them to schedule another time to demonstrate all requirements.   On successful completion of the demonstration, ensure you have completed all components of the checklist and sign and date the form.  Provide the completed form to the learner.  A Blueprint Career Development trainer/assessor may contact you to discuss this observation checklist.  ***Thank you for your participation in this observation.*** | | |
| **I confirm I agree to be a third party observer and I understand my role in the gathering of evidence by observation.** | | | |
| **Signed by the Third Party Observer** |  | **Date** |  |