



Information for employers for supporting
students/trainees undertaking study

Information

Introduction

Students/trainees are often required to provide workplace or third party evidence to demonstrate they are completing tasks in the workplace. This information booklet has been designed for two groups of students. Employers may have trainees undertaking a traineeship which is a specific contract related to a qualification and study. Employers may also have staff who are undertaking study in work time, their own time or a combination of study methods. This could include the employer paying for the qualification or the student.

The Australian Skills Quality Authority (ASQA) provides information to Registered Training Organisations (RTO) regarding the collection of third party evidence. Third party evidence is evidence from someone other than the assessor from the RTO. The RTO is required to provide you with the materials for collecting the evidence requested and provide clear instruction on when, how, how often and over what time frame the evidence is to be collected.

Often to support their study with MDS Training we will request our students/trainees gather workplace evidence in the form of workplace documents and, in some cases, a third party report. Most of the third party reports cover a single unit; however, we also blend units together. The unit/s will be identified in the document. A sample has been included at the end of this booklet.

The student/trainee should provide you with the third party report when they receive it from the assessor/facilitator. We provide dates to the student when assessment items are due for return; this is generally in a timetable or individual plan.

MDS Training asks that you complete the third party report during a suitable time frame when you are able to observe the student/trainee undertaking the workplace tasks described. If you are not comfortable with the process, have more questions, are unsure of whether to select yes or no please call the Manager of MDS Training to discuss your concerns.

Generally employers provide support, and coaching to students/trainees which may look like the suggestions below;

An effective workplace supervisor:

- Provides a safe and supportive workplace
- Integrates learning tasks into work activities based on the training plan/timetable
- Manages risks in safety while training
- Acts as a role model

- Meets with the RTO on a regular basis to ensure effective training delivery and assessment practices and to review progress through the training plan/timetable (this can be via email or phone contact or personal visit)
- Helps the student/trainee develop problem solving and general employability skills
- Manages the students/trainee's training needs and motivation
- Provides feedback and encouragement
- Promotes independence and self-direction in learning

Effective coaching:

- Acknowledge what the student/trainee already knows
- Explain the big picture for tasks
- Provide incentives to learn
- Provide choice in learning
- Provide opportunities to practice
- Encourage initiative and innovation
- Communicate effectively
- Provide support

When completing the third party report the following information is useful;

What it means for a student/trainee to satisfactory?

- Knowing how to do a job
- Understanding workplace policies and procedures
- Fitting in with others in the workplace
- Dealing with everyday problems which may occur
- Understanding why it should be done that way
- Being able to apply skills consistently
- Being able to transfer skills to different situations
- Being able to do different tasks at the same time
- Demonstrating the task or skill while you observe

So what will employers/supervisors be asked to do?

Indicate on the report provided whether you believe the student/trainee has demonstrated the skill identified. There is space for comment next to each skill. In addition the form also contains additional space for more comments. If you are not able to observe a skill this can be indicated in the space provided, also if it is not applicable this can be indicated as well.

The opportunity to write comments at the end of each unit is a way to provide additional and useful feedback to the student/trainee. This can also assist the RTO to determine if the person requires extra training or coaching.

Online student's employers can request to have a login and password created, please contact MDS Training. The employer will be able to log into the online platform and access the third party reports so this process is paperless.

We will ask for your contact information for verification purposes and to ensure the report has been completed by a supervisor and is authentic.

Role of the RTO

A representative of the RTO will collect these forms from the student to review them, along with other pieces of evidence. You can either return the third party report directly to the student or you can email, post, fax directly into the RTO. This is particularly important if you wish to identify additional support but do not wish the student to see this information or if you do not wish them to see your comments or feedback. If you have any concerns or queries about the progress or course of study for your employee do not hesitate to contact us. The contact information is provided below.

Contact information

Manager; Vanessa Vale

Training Support Officer; Katie Martin

Email training2@mdservices.com.au

Website www.mdstraining.com.au

Fax: 4620 4048

Post: PO Box 284 Campbelltown 2560

RTO NUMBER: 70215

Sample report is below:

Sample only Third Party Report

This form is to be completed by a workplace supervisor or a workplace assessor authorised by MDS Training. It has been designed to support workplace application and for the workplace to provide information to MDS Training.

Name of student: _____

Unit Number & Name: _____

Assessment task: _____

Name of organisation: _____

Tasks completed	
List tasks completed by the student when in the workplace (separate sheet can be attached if required)	
Work collaboratively with colleagues and others	<input type="checkbox"/> Yes <input type="checkbox"/> No
Works safely	<input type="checkbox"/> Yes <input type="checkbox"/> No
Works within reading, writing and oral skills of standard in workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
(Various relevant tasks are inserted depending on the unit/s being assessed)	
Other Comments / Observation	

Name of supervisor/workplace assessor: _____

By signing this document I am confirming I observed the student completing the tasks described.

Signature: _____

Date: _____ Contact number: _____