

CPC40120

**Certificate IV in Building and Construction (Building)**

**Structured Workplace Learning and Assessment**

Third-Party Report 1 of 3

Module 4: CPCCBC4002 Manage work health and safety in the building and construction workplace



**What is Structured Workplace Learning and Assessment?**

Swinburne Open Education offer students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.

The following pack outlines what is involved in work placement for workplace supervisors and students.

This document captures confirmation by Workplace Supervisors that they have observed the students demonstrate specific skills and knowledge during the Structured Workplace Learning and Assessment (SWLA) process.

The Workplace Supervisor may choose to complete this form, or have this evidence collected and captured through the Final Interview with the Assessor.

Completion of this form is optional.

If the Workplace Supervisor chooses to complete this form, the student should submit it as a PDF document via the SWLA Assessment page for this SWLA Block.

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Forest scene outline Please consider the environment before printing this document.

**Structured Workplace Learning and Assessment**

**Third-Party Report Block 1**

**CPC40120 Certificate IV in Building and Construction (Building)**

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# Third-Party Report

This Third-Party Report outlines the skills and knowledge that the student needs to demonstrate throughout the Structured Workplace Learning and Assessment (SWLA) process.

This form can be completed in one of two ways.

**OPTION 1:**

By the Workplace Supervisor as a way to confirm they have seen the student demonstrate the skills and knowledge identified in the list. This involves the following:

* + Ticking the observations they witnessed.
  + Adding comments at the end of the checklist as required.
  + Sign and date the Third-Party Report.

**OPTION 2:**

By the Assessor during the Final Interview. This involves the Assessor asking for confirmation that the Workplace Supervisor has observed the skills and knowledge identified in the checklist below and signing off on the Third-Party Report on their behalf.

**This form must only be completed if the Workplace Supervisor chooses Option 1 above.** If this form is not submitted by the student with their Portfolio and Logbook, this will automatically be included as part of the Final Interview process by the Assessor.

# Section A: Student Details

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Qualification Name |  |
| Home Telephone |  |
| Mobile |  |
| Email |  |

# Section B: Assessor Details

|  |  |
| --- | --- |
| Name |  |
| Assessor Number/ID |  |
| Telephone |  |
| Email |  |

# Section C: Host Organisation Details

|  |  |
| --- | --- |
| **HOST ORGANISATION DETAILS** | |
| Business Name |  |
| Company ABN/ ACN |  |
| Street Address |  |
| Postal Address |  |
| Work Site Address |  |
| Phone Number |  |
| **SUPERVISOR DETAILS** | |
| Name |  |
| Position Title |  |
| Phone Number |  |
| Email |  |

# Section D: Third-Party Report

This Third-Party Report sets out the skills and knowledge that a student must demonstrate in front of their Supervisor during their Structured Workplace Learning and Assessment (SWLA). These are set out based on the following module:

* Module 4: CPCCBC4002 Manage work health and safety in the building and construction workplace

## Module 4: CPCCBC4002 Manage work health and safety in the building and construction workplace

|  |  |  |
| --- | --- | --- |
| OBSERVATION CHECKLIST | | |
| OBSERVATION | | OBSERVATION ADDRESSED  (Tick if witnessed) |
|  | Student had access to the following:   * WHS legislation and regulations * Safety codes, standards and guidelines * Organisational policies and procedures and other quality documentation * Workplace incident data and incident reports |  |
|  | Student implemented safe work practices as per organisational policies and procedures during placement, relevant to:   1. Personal protective equipment (PPE). 2. Emergency, first aid and evacuation procedures. 3. Waste management and environmental practices. | ☐  ☐ |
|  | Student undertook/ attended educational programs, including:   1. Worker site-specific induction training. 2. Contractor detailed WHS training. 3. WHS induction for visitors. | ☐  ☐ |
|  | Student consulted with workers and health and safety representatives regarding WHS matters to evaluate the effectiveness of existing control measures. |  |
| COMMENTS  (Supervisor to add comments related to the achievement of the observation requirements above) | | |
|  | | |

# Section E: Sign off

|  |  |
| --- | --- |
| **SIGN OFF** | |
| To be completed by the Workplace Supervisor | |
| Workplace Supervisor Name: |  |
| Workplace Supervisor Signature: |  |
| Date: |  |