**Instructions to Referee:** As part of the assessment for the qualification listed below, the student requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the student’s skills and experience.

Table 1 - Qualification/skill set details

|  |  |
| --- | --- |
| **Qualification/ Skill Set code and title** |  |

Table 2 - Student and referee details

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name** |  | **Student number** |  |
| **Referee name** |  | **Position/title** |  |

**Note:** A referee cannot have a relationship to applicant (ie: family members, close friends or anyone who has a conflict of interest cannot complete this report)

Table 3 - Employment details

|  |  |
| --- | --- |
| **Employer name** |  |
| **Supervisor name** |  |
| **Workplace/ABN** |  |
| **Workplace address** |  |
| **Telephone number** |  |
| **Email address** |  |

The student identified above has regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

Table 4 - Activities observed in the workplace

| Activity | Completed at acceptable workplace standard? | Details |
| --- | --- | --- |
| *Insert relevant activities or tasks that require verification* | Yes  No |  |
| *Insert relevant activities or tasks that require verification* | Yes  No |  |
| *Insert relevant activities or tasks that require verification* | Yes  No |  |

Table 5 – Referee verification

| Activity | Details |
| --- | --- |
| I can certify that the above named person has worked at our organisation for | *Insert number of years* |
| His/her primary role in the organisation is/was | *Insert role title* |
| I am willing to be contacted if further verification of my statements is required | **Yes  No** |
| Referee signature |  |
| Date |  |

Table 6 - Interview details

|  |  |
| --- | --- |
| **This report was completed** | Via interview by Assessor  Independently by Referee |
| **Interview conducted by (if applicable)** | **Date of interview** |