

Third Party Report – Workplace Supervisor’s Confirmation

Part A – Instructions and explanatory notes

Context

As part of the assessment process the student is required to submit a completed third-party report from their workplace supervisor or suitable observer. This report will provide evidence of practical and communication skills. The workplace supervisor or observer is required to witness the student perform each of the required tasks in a suitable food preparation environment, then record their observations on the form. The form is then signed by both the student and the workplace supervisor then submitted for assessment.

As part of 5 Star Hospitality Training’s commitment to providing quality training, observers will be contacted by our trainer/assessors to verify that the information provided is true and correct.

Additionally, if the trainer/assessors have any questions about any of the information supplied they will contact the student directly to clarify before a statement of attainment is issued.

Who is a suitable observer?

This report needs to be completed by a suitable observer. The most appropriate person to observe and report on the performance of the student is usually a workplace supervisor. However, if a workplace supervisor is not available, any person with at least one (1) of the following qualifications is considered suitable:

- A manager of a food business; OR
- A person with at least 5 years commercial food preparation experience; OR
- A Food Safety Supervisor or Head Chef; OR
- A person with any of the following food safety qualifications:
 - Participate in safe food handling practices (SITXFSA201 or SITXFSA002)
 - Apply retail food safety practices (SIRRFSA001A)
 - Or equivalent.

What is a suitable food preparation environment?

Observation needs to be conducted in a suitable food preparation environment. This environment must contain large and small equipment, food ingredients and ready to eat food items to allow for observations of all the required tasks.

Some examples of suitable environments are a commercial kitchen (restaurant, hotel etc.), your local council facilities, a catered function, a sports club or community centre. If you have any questions as to whether you think your environment is suitable please contact the support desk to ask.

Instructions to the observer

Thank you for your time and expertise in helping the student to gather evidence of competence in the hospitality unit of competency SITXFSA002 – Participate in safe food handling practices.

Please complete the form making notes about your observations of the student.

Please also complete the observer details and confirmation. Please ensure that your contact details are correct as one of our trainers will need to contact you to confirm the report.

It is important that the student demonstrate their skills in a suitable industry environment that has the following facilities:

Fixtures:

- Commercial grade work benches
- refrigeration unit
- sink
- storage facilities

Third Party Report – Workplace Supervisor’s Confirmation

Small equipment:

- assorted pots and pans
- containers for hot and cold storage
- crockery
- cutting boards
- food handler gloves
- knives
- packaging materials
- receptacles for presentation and display purposes
- small utensils:
 - tongs
 - serving utensils
- temperature monitoring device

Appropriate facilities for handwashing:

- designated hand washing sink
- antiseptic liquid soap
- single use towels
- warm running water

Food ingredients and ready to eat food items

The student is required to show evidence of performing the following tasks:

1. Demonstrate use of safe food handling practices in food handling work functions on at least three occasions.
2. Demonstrate the correct methods of controlling food hazards at each of the following critical control points:
 - a. Receiving
 - b. Storing
 - c. Preparing
 - d. Processing
 - e. Displaying and/or serving
 - f. Packaging
 - g. Transporting
 - h. Disposing

Please complete the form making notes about your observations of the student.

Please also complete the observer details and confirmation. Please ensure that your contact details are correct as one of our trainers will need to contact you to confirm the report.

Don't forget – the purpose of this assessment is to demonstrate the student's knowledge and skills in safe food handling practices, not their cooking skills.

Third Party Report – Workplace Supervisor’s Confirmation

Part B – Tasks and observations

The following report is to be used as the basis of communication between the assessor and student’s workplace supervisor.

Question no.	Criteria Addressed	Question	Response <i>(circle applicable)</i>	
			Yes	No
TP, Q1	PE1.0	Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the use of safe food handling practices on at least three separate occasions?	Yes	No
Notes <i>(if required)</i>				
TP, Q2	PE2.0	Receiving food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when receiving food into the work premises? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q3	PE2.0	Storing food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when storing food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q4	PE2.0	Preparing food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when preparing food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q5	PE2.0	Processing food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when processing food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q6	PE2.0	Displaying and serving food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when displaying and serving food ? Please note details of the task/s performed.	Yes	No
Notes				

Third Party Report – Workplace Supervisor’s Confirmation

Question no.	Criteria Addressed	Question	Response <i>(circle applicable)</i>	
			Yes	No
TP, Q7	PE2.0	Packaging food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when packaging food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q8	PE2.0	Transporting food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when transporting (moving from one location to the other either within the premises or out of) food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q9	PE2.0	Disposing of food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when disposing of food ? Please note details of the task/s performed.	Yes	No
Notes				
TP, Q10	AC1 AC2-4	Has the student had exposure to or worked in an operational food preparation area? A food preparation area will contain the following: <ul style="list-style-type: none"> • fixtures, such as work benches, fridges and sinks • small equipment, such as pots and pans, crockery, cutlery, cutting boards, tongs, packaging materials and glassware • hand washing facilities • food ingredients and ready to eat food items 	Yes	No
Notes <i>(if required)</i>				
Workplace Supervisor				
Assessor		Competent	YES	NO
Date				

Third Party Report – Workplace Supervisor’s Confirmation

Part C – Details and declarations.

Student declaration:

<p>Student name: _____</p> <p>I hereby declare I have performed all tasks listed and these have been witnessed by the observer detailed below.</p> <p>Student signature: X _____ Date: _____</p>

Observer details and declaration:

<p>Observer’s full name: _____</p> <p>Current job role/or vocational qualification and/or experience in relation to food safety: _____ _____</p> <p>Relationship to student: (eg, Manager, supervisor) _____</p> <p>Telephone number: _____</p> <p>Email address: _____</p> <p>Name and address of assessment location: _____ _____ _____</p> <p>The observer confirms that the observations were of the student’s own work: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The observer agrees to be contacted by the trainer/assessor: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The observer confirms that they understand the requirements of the tasks performed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Observer: I hereby declare I have witnessed the student complete all sections of this assessment and I have recorded my observations accurately.</p> <p>Observer signature: X _____ Date: _____</p>
--

Please scan the completed form as an individual PDF document and upload via your course menu or email to support@elearningportal.com.au. (Multi page scans can be joined at the following link - <http://pdfjoiner.com/>)