

US 10780 v5

Observer's Checklist

Note: The candidate must identify the workplace expectations of their particular workplace and write those expectations in the checklist below. This checklist must be then completed by the observer.

Name of Workplace/place of service:

Service start date:

Service end date:

Workplace Expectations		
The candidate has met the following workplace expectations in terms of health and safety throughout the duration of their service.		
Health and Safety workplace expectations (insert the workplace expectations below)	✓	Comments and examples (Please provide comments and examples for each expectation below)
<i>Candidate to identify workplace requirements in this column.</i>		<i>Observer to provide comments and examples in this column.</i>

The candidate has met the following workplace expectations in terms of **punctuality** throughout the duration of their service.

Punctuality workplace expectations (insert the workplace expectations below)	✓	Comments and examples (Please provide comments and examples for each expectation below)

The candidate has met the following workplace expectations in terms of **attendance** throughout the duration of their service.

Attendance workplace expectations (insert the workplace expectations below)	✓	Comments and examples (Please provide comments and examples for each expectation below)

The candidate has met the following workplace expectations in terms of **personal presentation** throughout the duration of their service.

Personal presentation workplace expectations (insert the workplace expectations below)	✓	Comments and examples (Please provide comments and examples for each expectation below)

The following are the tasks that a I must carry out as part of my workplace requirements for my service.

My tasks (insert the workplace expectations below)	✓	Comments and examples (Please provide comments and/or examples of candidate's proficiency for completing each task below)

Observer's Attestation:
 The candidate's performance and knowledge is at a sufficient level to pass this observation. The observation was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent. The observation was conducted over a period or at least five days.

Name:	Click here to enter text.	Signature:	X
Date:	Click here to enter a date.		