## Approval for Third-Party Reporter Form

Before you can have your workplace approved for your assessment, you must nominate your manager, a supervisor or other person with reporting responsibilities, to observe you in the workplace and provide written feedback (using the Third-Party Evidence Collection Form available online).

The following guidelines apply to the nominated third party:

* Third-party nominee cannot be a family member or relation
* Third-party nominee cannot be a business partner or co-director
* Third-party nominee must provide a work email address
* Third-party nominee must provide a current phone number and be available to speak with the assessor and verify the content of the Third-Party Report

You will need to discuss this option with your supervisor and then apply to your coach/assessor by completing this form and sending it to your coach for endorsement.

**NOTE: Your assessor will contact the person nominated on this form to discuss their suitability and your role in the organisation so you must provide full contact details.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | Date |  | | | | |
| Third-Party Reporter Name |  | | | | | | |
| Third-Party Reporter Title |  | | | | | | |
| Third-Party Reporter Email |  | Phone |  | | | | |
| Outline the reporting relationship between you and your nominated reporter. |  | | | | | | |
| List Third-Party Reporter Qualifications and/or relevant Certifications |  | | | | | | |
| LinkedIn profile of Third-Party Reporter (optional) |  | | | | | | |
| CV Attached (optional) | *Where possible please attach the CV of your nominated Third-Party Reporter* | | | YES |  | NO |  |

**Nomination Approved/Rejected:** *(briefly outline the reasons for your decision)*

**Assessor Name:**      

**Date of Decision:**      