

Workplace Supervisor Information

Dear <Insert Name>

Introduction to being a Workplace Supervisor

You have been nominated as a potential workplace supervisor for the purposes of confirming workplace performance and skills for the following staff member/s who are participating in a course with Wise Workplace Training.

Student Name	Qualification
<Insert Name>	PSP40416 Certificate IV Government Investigations

To support your involvement in the process, Wise Workplace Training has developed this information as a guide to assist you in your role as a Student Workplace Supervisor/Third Party.

You have been chosen as one of the students' workplace supervisors because you are in a **supervisory capacity to the student and have skills either at the same level as the course they are studying or higher**. If this is not the case or it is not possible for the learner to find a supervisor with these skills/qualifications, contact Wise Workplace Training to discuss other options.

The role of the workplace supervisor/s is to participate in the assessment process by providing confirmation and third party reports about the student's ongoing performance and project work in the workplace. This provides evidence of the student's competence against the assessment requirements, without requiring our assessors to visit your workplace, which we recognise poses privacy and safety challenges for many workplaces. It has the added benefit of facilitating ongoing assessment of daily work activities outside the assessment context, providing more and varied examples of the student's abilities.

The student will be given Workplace Supervisor Reports for each topic they are undertaking, which they will bring to you for completion prior to each topic being assessed by Wise Workplace Training. The reports you provide will be considered by Wise Workplace Training's assessor to determine the final decision about the student's competency.

Each student may have a number of supervisors in the workplace who each provide feedback on different areas (clusters or units), or one person may act as the supervisor for the student's whole course.

This course is delivered through a blended model of:

- class-based delivery
- workplace training, practice and support
- project based and written assessments
- and workplace assessment.

Wise Workplace Training Trainers / Assessors are always available to the students for a range of support and assessment visits throughout the course upon request.

Course Materials

The student will receive their course materials and assessment requirements as they progress through the course. All assessments require evidence of competency in the workplace and it will be partly your role to confirm this competency for Wise Workplace Training's assessor.

What is Competency?

Being competent means that the student can perform consistently the skills and knowledge required by a unit of competency, to the level required and expected by the workplace. The student must demonstrate both the knowledge and the practical skills required of the qualification they are studying. Being competent means demonstrating these skills consistently and not only when they are being assessed.



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Wise Workplace Training's assessor will determine if the student can do the following:

- Manage tasks along with all other demands of the job.
- Manage tasks when and if things go wrong.
- Handle changing conditions during the day.
- Transfer the skills they have learnt to new situations, e.g. new environments, processes, situations etc.

You should contact us if you have any questions about workplace competency.

Student Learning and Assessment Materials

The student will have course materials and assessment task documents that guides them through the completion of their assessments to gain their qualification. Units are clustered together in groups of units to allow completion of a number of units at once to avoid repetition throughout the course.

Responsibilities of the Student

It is the student's responsibility to ensure they provide and collect the Workplace Supervisor reports from you as they progress through the course.

This means they need to have completed relevant tasks, have collected the required documents and had the relevant conversations with you prior to a workplace visit.

The student is also responsible for:

- Keeping their training log up to date.
- Notifying the workplace when a Wise Workplace Training trainer/assessor is scheduled for a visit, if this occurs.
- Keeping in contact with Wise Workplace Training and notifying us if any details change.
- Abiding by the Student Code of Conduct and other Wise Workplace Training policies.

If you leave the organisation or change positions

If, throughout the training program, you leave the organisation or change positions so you are no longer able to act as the Workplace Supervisor, alternative arrangements will need to be made so the student continues to have this support in the workplace. Prior to moving on, please ensure you contact Wise Workplace Training to make arrangements for handing these responsibilities on to a new person in the workplace.

We look forward to a valuable relationship with you, your employees, other staff and your organisation for the coming months. Should you have any queries about any of the information provided, please call our office or contact the relevant trainer/assessor using the details provided on the business card enclosed.

Workplace Supervisor Signature:

Please sign below to demonstrate acceptance, agreement to take on the role of the Workplace Supervisor and to demonstrate your understanding of the expectations. By signing, you also confirm that you have read and will comply with our Student Handbook comments on Student plagiarism, cheating and collusion,¹ and that you agree to be contacted by Wise Workplace Training for any verification or audit purposes.

Signed:	Name:	Date:
Contact details:	Workplace title:	

¹ <https://www.wiseworkplacetraining.com.au/policies-procedures/> - see Student Handbook, page 18.



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Wise Workplace Training Signature

Please sign below to demonstrate that the role of the Workplace Supervisor has been discussed and understood by the Workplace Supervisor.

Signed:	Name:	Date:
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