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| **OBSERVATION RECORD** | |
| **Candidate name:** |  |
| **Assessor Name:** |  |
| **Unit of competency:** | *Client Project* |
| **Workplace context** | *Institute of Technology Australia* |
| **Date of assessment:** |  |
| **Brief description of task:** | *Prepare for the following documents within 1 week* |

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| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| Research the following information, if applicable   1. a site where industry specific technologies may be used 2. industry specific technologies currently used in industry | |  |  |  |
| Evaluate the technical requirements   1. client functional requirements 2. business specifications 3. database software 4. simulation software 5. organisational guidelines 6. network and computer layouts 7. site design software and hardware 8. information on a range of ICT business solutions. | |  |  |  |
| The candidate’s performance was: | **Satisfactory** | **Not Yet Satisfactory** | | |
| **Feedback to candidate** | | | | |
| *This signature confirms candidate agreement that the above record is a true reflection of the task performed.*  **Candidate signature: Date:** | | | | |
| *This signature confirms that the candidate has demonstrated competence in the practical performance and theoretical understanding of the observed task.*  ***Assessor/s Name and Signature:* Date:** | | | | |