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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:** | *You have 2 weeks to complete the following tasks* |

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| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| Analyse and determine the purpose of the database   * Database for the customers information * Database for sending emails or any reports * Information for FAQ and online forms to store the customers information * Divide the information and design the table and the columns * Collecting and organizing the information * Gather information into various columns by creating one to one or one relationships and one to many relationships * Refine the design and produce a final report | |  |  |  |
| 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:** | | | | |