## Contractor Details

|  |  |
| --- | --- |
| Contractor Name |  |
| Description of Works Contractor Performs |  |
| Title of VOC Instrument Reviewed |  |

## VOC Instrument Review

|  |  |
| --- | --- |
| There are clear guidelines available to ensure assessors make consistent decisions | 🞏 Yes 🞏 No Comment:  |
| Instrument outlines the prerequisites required and these meet JH minimum requirements  | 🞏 Yes 🞏 No Comment:  |
| Instrument includes theoretical questions | 🞏 Yes 🞏 No Comment:  |
| Instrument includes practical tasks  | 🞏 Yes 🞏 No Comment:  |
| Theoretical questions and practical tasks appear sufficient to verify competence having consideration to:- site specific conditions, hazards and requirements - any plant modifications or change in design - any attachments and configurations which may need to be used on site?(Consult with SME where required) | 🞏 Yes 🞏 No Comment:  |
| Instrument requires the assessor to have the required qualifications, skills and experience to be able to verify competence?(Tick ✓ all that apply) | 🞏 Yes 🞏 No 🞏 Certificate IV in Training and Assessment🞏 Other VOC or TAE qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 Relevant experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## John Holland VOC Review

|  |  |
| --- | --- |
| Evidence provided meets the minimum John Holland requirements and is appropriate for the work to be undertaken? | * Yes🞏 No
 |
| Further Evidence Required?  | 🞏 Yes 🞏 No Comment:  |
| John Holland Reviewer Name  |  |
| John Holland Reviewer Qualifications | 🞏 Certificate IV in Training and Assessment **(Mandatory)** |
| Comments: |  |

## Attach all evidence received (i.e. copy of VOC instrument) to this checklist and maintain records as described in the procedure.