

Making RPL part of the furniture

## Sample Third Party Evidence Checklist – letter style

Beautiful Timber Furniture  
300 Bridge Rd  
Brighton VIC 3030  
[DATE]

To whom it may concern

I support Tom Clancy's application for Recognised Prior Learning in the unit of competence - *LMFFM3024B Set up, operate and maintain multi-head planing and moulding machines*.

My position at Beautiful Timber Furniture is head wood machinist. I have worked here for 15 years, and am a fully qualified wood machinist with 30 years experience in the industry. I have known Tom for 5 years, since he joined the company in 2004, and I have been his supervisor for that period of time.

Tom has been the assistant wood machinist for the last two years. During this time I have observed him carry out all of the duties associated with setting up and operating the company's 10 head Weinig Moulder, and also carry out the operator maintenance required of him.

I believe that Tom is competent in the following aspects of his work:

- Understanding work instructions, and reading and interpreting job specifications accurately
- Following the company's occupational health, safety and environmental care policies and procedures
- Setting up and operating the machine safely and efficiently
- Carrying out scheduled operator maintenance on the machine
- Minimising waste, and re-working waste materials where possible
- Completing all required documentation accurately and promptly
- Reporting equipment faults to the maintenance staff
- Tagging out faulty machinery in accordance with company procedures.

Please feel free to contact me should you require further information about Tom Clancy's performance at work. I can be contacted on 03 2222 2222.

Yours sincerely

Peter Simpson