



Operate professionally

Attestation form

Assessor/Verifier to complete an attestation form for each of the five (5) events the trainee has participated in.

Assessor/verifier instructions

- Discuss the required skills, attributes and behaviours listed on the attestation form with the trainee before you make your attestation.
- You **MUST** add comments on specific aspects of the trainee's performance in all the 'comment' sections of these forms.
- Comments should include clear, relevant and specific examples of the trainee's performance. This is one of the most important elements of evidence verification. Comments such as 'good', or 'the trainee did the task really well' are not sufficient as evidence.
- You may attach comments if there is insufficient room on the form.
- You may ask the trainee additional questions to help you make a decision. Make a note of these questions in the comments field.
- When you are satisfied of the trainee's competency in each of the required skills, attributes and behaviours, sign and date the observation form to attest to the trainee's competency.
- Scan the QR code for more information and an example of a completed verification form.





Entertainment and Event Operations L3

Attestation form

Assessor/verifier to complete

Event name		Date	
Venue			

Trainee name	
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Professional behaviour

Required skills, attributes and behaviours

- demonstrating a professional attitude according to their workplace's values
- meeting the workplace's personal presentation standards
- displaying correct professional etiquette
- following workplace policies and procedures specific to their role
- communicating effectively with external stakeholders (e.g. customers, visitors, suppliers) to ensure positive interactions.
- communicating effectively with internal stakeholders (e.g. team mates, other staff) to ensure positive interactions

Assessor/verifier comments (required)

I confirm that the trainee named above has demonstrated the required skills, attributes and behaviours, consistently over the duration of this event. In my opinion they have demonstrated this by...



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Working safely

Required skills, attributes and behaviours

The trainee demonstrates working in a safe manner by:

- selecting and using PPE appropriate to the expectations and requirements of their role
- identifying and appropriately responding and reporting any hazards and risks
- demonstrating correct reporting of risks and hazards
- safely use and monitor equipment to meet the requirements and expectations of their role.

Assessor/verifier comments (required)

I confirm that the trainee named above has demonstrated the required skills, attributes and behaviours, consistently over the duration of this event. In my opinion they have demonstrated this by...

SHOW IT



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Role specific tasks

Required skills, attributes and behaviours

- demonstrating respect for other team members, stage permissions and organisation hierarchy
- using industry terminology and operational language correctly
- contributing constructively to team tasks
- participating in event or task briefings
- assisting with the set-up for an event, production or show
- carrying out checks to ensure equipment and the venue space is ready for operation
- carrying out role specific tasks to contribute to the smooth operation of the event or task and ensure positive customer experiences
- contributing to the pack-down and any post-event production tasks in a professional and timely manner.

Assessor/verifier comments (required)

I confirm that the trainee named above has demonstrated the required skills, attributes and behaviours, consistently over the duration of this event. In my opinion they have demonstrated this by...

Verifier name:

Date: __/__/__

Verifier signature:

Verifier phone number/email:

Assessor sign-off

Assessor name:

Date: __/__/__

Assessor signature: