

Workplace Assessment Task 8 – Assessor’s Checklist

(This form is for the assessor’s use only)

Purpose

This *Assessor’s Checklist* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment Task 8**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 8.

Task Overview

For this task, the candidate is required to process application for Extension of Time. (in two separate instances)

In this task, the candidate will be assessed in their:

- Practical knowledge on the process of application for Extension of Time.
- Practical skills in processing applications for Extensions of Time.

Instructions to the Assessor

During the assessment

- For each practical skill listed in this Assessor’s Checklist:
 - Tick YES if you confirm you have assessed the candidate demonstrate/perform the practical skill.
 - Tick NO if you have not assessed the candidate demonstrate/perform the practical skill.
- If you ticked YES, provide the date when you assessed the candidate demonstrate the skill.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

Candidate Details

Candidate name	Anya English
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Assessor Details

Candidate is assessed by	
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Context of the Assessment

Workplace/organisation	Cogent Scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	

Assessor's Checklist

Application for Extension of Time 1

Date of application:		
During the application:	YES/NO	Assessor's comments
1. The candidate processes application for Extension of Time.		
i. The candidate retrieves written notice of the project delay from the contractor	☒ YES ☐ NO	
ii. The candidate retrieves evidence of the delay.	☒ YES ☐ NO	
iii. The candidate collates evidence of the delay	☒ YES ☐ NO	
iv. The candidate submits written notice to client with attached evidence of delay	☒ YES ☐ NO	
2. The candidate follows organisational policies and procedures		
i. The candidate submits copy of the written notice to relevant organisational personnel	☒ YES ☐ NO	
ii. The candidate submits copies of the evidence of delay to relevant organisational personnel	☒ YES ☐ NO	
3. The candidate follows contract conditions on processing application for Extension of Time		
i. The candidate reviews the contract conditions for Extension of Time	☒ YES ☐ NO	
ii. The evidence of delay submitted conforms to the relevant events stated in the contract	☒ YES ☐ NO	

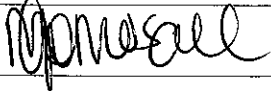
Application for Extension of Time 2

Date of application:		
During the application:	YES/NO	Assessor's comments
1. The candidate processes application for Extension of Time.		
i. The candidate retrieves written notice of the project delay from the contractor	☒ YES ☐ NO	
ii. The candidate retrieves evidence of the delay.	☒ YES ☐ NO	
iii. The candidate collates evidence of the delay	☒ YES ☐ NO	
iv. The candidate submits written notice to client with attached evidence of delay	☒ YES ☐ NO	
2. The candidate follows organisational policies and procedures		
i. The candidate submits copy of the written notice to relevant organisational personnel	☒ YES ☐ NO	
ii. The candidate submits copies of the evidence of delay to relevant organisational personnel	☒ YES ☐ NO	
3. The candidate follows contract conditions on processing application for Extension of Time		
i. The candidate reviews the contract conditions for Extension of Time	☒ YES ☐ NO	
ii. The evidence of delay submitted conforms to the relevant events stated in the contract	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, process applications for Extension of Time.

I confirm that the information recorded on this *Assessor's Checklist* is true and accurately reflects the candidate's performance during their completion of the workplace task.

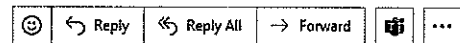
Assessor's signature	
Assessor's name	Michelle Cromersall
Date signed	9/3/23

End of Workplace Assessment – Assessor's Checklist

RE: Written Notice for Project Delay



Any English
To: Any English



Fri 3/03/2023 10:15 AM



Please find attached written notice for extension of time with attached report of delays recorded.

Please advise if Mirvac approves.

Thank you very much.
Regards,

Any English
Admin Assistant

M: 0478 944 719
E: anya@coagentscaffolding.com.au



From: Any English <anya@coagentscaffolding.com.au>
Sent: Friday, 3 March 2023 10:05 AM
To: Any English <anya@coagentscaffolding.com.au>
Subject: Written Notice for Project Delay

Good morning,

Could I please request a written notice of the project delay form please?
Once submitted I will send proof of delay.

Thank you.
Regards,

Any English
Admin Assistant

M: 0478 944 719
E: anya@coagentscaffolding.com.au

Delays - Template 2

Delay Register

Project Name	Date	Delay Type	Start Time	End Time	Duration	Comments
MIRVAC - Quay Waterfront	10/7/23	Union	06:30	07:00	0.5	
MIRVAC - Quay Waterfront	10/7/23	Crane Delays	06:30	10:30	4	
MIRVAC - Quay Waterfront	11/7/23	Site Meeting	06:30	07:45	1.25	MIC GAT
MIRVAC - Quay Waterfront	12/7/23	Crane Delays	10:45	10:45	0	Delays waiting for gear- deal craned off at 12:10pm.
MIRVAC - Quay Waterfront	12/7/23	Crane Delays	10:43	10:43	0	Delays Didn't get gear till 7:30-7:45am Got pulled off stretcher stair to build 1m stretcher stair lost 1-2hr Waiting for crane lift 30min although was confirmed for a lift straight away
MIRVAC - Quay Waterfront	15/7/23	Crane Delays	10:41	10:41	0	Delays with crane setup and mainland delays. Didn't move stair till 9am
MIRVAC - Quay Waterfront	15/7/23	Crane Delays	10:39	10:39	0	delays till 1:30pm due to crane positions and plans. Crane left at 1:30pm
MIRVAC - Quay Waterfront	15/7/23	Crane Delays	10:28	10:28	0	Delays 6:30am - 10:30am waiting for crane 4hr
MIRVAC - Quay Waterfront	17/7/23	Crane Delays	09:00	10:30	1.5	Waiting for QPS to finish their drilling their anchors, also waiting had to make a dry flat pad for the stair to land on as it was filled with water from QPS

25/6/23

Delays - Template 2

Delay Register

Project Name	Date	Delay Type	Start Time	End Time	Duration	Comments
MIRVAC - Quay Waterfront	16/6/23	Inclement Weather - RAIN			3	
MIRVAC - Quay Waterfront	16/6/23	Inclement Weather - RAIN			4	
MIRVAC - Quay Waterfront	17/6/23	Inclement Weather - RAIN			1.5	Wet weather walk
MIRVAC - Quay Waterfront	17/6/23	Inclement Weather - RAIN			1	
MIRVAC - Quay Waterfront	17/6/23	Inclement Weather - RAIN			1.5	
MIRVAC - Quay Waterfront	17/6/23	Inclement Weather - RAIN			0	Wet weather walk
MIRVAC - Quay Waterfront	18/6/23	Inclement Weather - RAIN			0	Wet weather walk 6:30 - 8:30am (handrail gear not lifted down till 8:30am)
MIRVAC - Quay Waterfront	18/6/23	Safety Event			0	Delays - pulled up due to drilling permits
MIRVAC - Quay Waterfront	18/6/23	Inclement Weather - RAIN			0	Rain delays / access delays 11:30am - 1pm
MIRVAC - Quay Waterfront	18/6/23	Safety Event			0	Started work at 1:30pm Stand down delays 6 hr stand down delays OT 2hr
MIRVAC - Quay Waterfront	18/6/23	Inclement Weather - RAIN			0.5	Wet weather walk

APPENDIX - FORM 4 SUBCONTRACTOR'S EXTENSION OF TIME CLAIM FORM

(Condition B of the General Conditions of QBCC Commercial Subcontract)

TO (CONTRACTOR):

Name: Kane Brooker

Company Name: Mirvac Constructions

ACN (if company): 1000 000 000 000 ABN: 45 003 353 713

Address: Level 28, 200 George Street Sydney

Phone: 07 3859 5992

FROM (SUBCONTRACTOR):

Name: Anya English

Company Name: Cogent Scaffolding

ACN (if company): ABN: 30 570 017 005

Address: 368 Earnshaw Road Banyo Brisbane

Phone: 1300 550 149

Site Address: 47 Skyring Terrace Newstead

Project: Qua Waterfront

The Subcontractor requests information or clarification from the Contractor in relation to ambiguity, discrepancy, error or inconsistency in the Subcontract Documents.

CAUSE OF DELAY (WHERE APPROPRIATE,
ATTACH SUPPORTING MATERIAL)

Crane Delays and Union

LENGTH OF DELAY (BUSINESS DAYS)

4

EXTENSION TO DATE FOR SUBSTANTIAL
COMPLETION CLAIMED (BUSINESS DAYS)

10

NOTE TO SUBCONTRACTOR: You must give this form to the Contractor within 15 Business Days after the Subcontractor becomes aware, or reasonably ought to have become aware, that the Works will be delayed.

Date: 19/7/23

Signed (Subcontractor):

Anya English