

Workplace Assessment Task 1 – 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 1**.

This form is to be completed by the candidate's assessor to document the candidate's performance in Workplace Assessment Task 1.

Task Overview

For this task, the candidate is required to meet with all the contracting parties to review and discuss contract matters.

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

- Practical knowledge of the factors and special conditions associated with the parties' consent to a contract and the requirements associated with an offer and acceptance of a contract.
- Practical skills relevant to communicating with contracting parties.

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	Michael Tott
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
The organisation's policy and procedures relevant to meeting with contracting parties	
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	

Assessor's Checklist

During the meeting	YES/NO	Assessor's comments
1. The candidate communicates clearly with the parties present.	☒ YES ☐ NO	
2. The candidate communicates directly with the parties present.	☒ YES ☐ NO	
3. The candidate confirms the capacity of the parties to form a binding agreement.	☒ YES ☐ NO	
4. The candidate discusses the factors and special conditions that affect the parties consent to the contract.	☒ YES ☐ NO	
5. The candidate discusses the requirements associated with the offer of the contract.		
i. The candidate confirms that the offer has serious intent	☒ YES ☐ NO	
ii. The candidate confirms that the offer has reasonable definite terms		
iii. The candidate confirms that the offer has clear terms	☒ YES ☐ NO	
6. The candidate discusses the requirements associated with an acceptance of a contract.	☒ YES ☐ NO	
i. The candidate confirms the offerees intention to enter into a contract	☒ YES ☐ NO	
ii. The candidate confirms the offerees acceptance of contract terms	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, meeting with all the contracting parties.

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	DYLAN CUNNINGHAM
Date signed	24.01.24

End of Workplace Assessment – Assessor's Checklist