

Compilation Procedure Identification Form

Instructions to the Assessor

The candidate will review the organisation's procedures in compiling the following:

- Costs of materials, consumables, and off-site production
- Labour costs
- Costs of physical resources

They will then use this *Compilation Procedure Identification Form* to document the procedures in compiling the costs of materials, consumables, and off-site production, labour costs, and costs of physical resources.

Instructions to the Candidate

Use this *Compilation Procedure Identification Form* to document the costs of materials, consumables, and off-site production, labour costs, and costs of physical resources involved in the construction of the building.

Ensure you have completed all fields in this form before submitting it to your assessor.

COMPILATION PROCEDURE IDENTIFICATION FORM

Candidate name	Anya English
Workplace/organisation	Cogent Scaffolding
Date of inspection	8/12/2022

Details of the Building and Construction Project

Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quay Waterfront Newstead
Type of project	☒ Residential building ☐ Commercial building
State/territory	Queensland

Section 1 – Compiling Costs of Materials, Consumables, and Off-site Production

Procedure <i>(Add rows as needed to account for all the steps involved in compiling the costs of materials, consumables, and off-site production)</i>
1. Admin sends email to suppliers to receive quotation.
2. Once quote is received talk with appropriate person in office to determine which supplier is best
3. Confirm with the supplier chosen would like to proceed with the quote
4. Invoice is sent to client involves the cover of this material, consumable or off-site production
5. Supplier is paid via invoices

Section 2 – Compiling Labour Costs

Procedure <i>(Add rows as needed to account for all the steps involved in compiling labour costs)</i>
1. Pays are done weekly, per project
2. HR uses software to calculate cost per project per week
3. This amount is put into a spreadsheet for all admin to go in and have a look and compare with end off month labour charge.

Section 3 – Compiling Costs of Physical Resources

Procedure <i>(Add rows as needed to account for all the steps involved in compiling costs of physical resources)</i>
1. The use of physical resource is identified
2. Physical resource is sent to site
3. Quote or Day Labour is done up to cover the cost of the physical resource to the client.

END OF COMPILATION PROCEDURE IDENTIFICATION FORM

Workplace Assessment Task 8 – Assessor’s Checklist

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

Purpose

This *Assessor’s Checklist* outlines the specific criteria that the candidate’s submission for **Workplace Assessment Task 8** must satisfactorily meet.

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

Task Overview

For this task, the candidate is required to submit a completed the following:

- Compilations of costs of materials, consumables, and off-site production for each type of building (i.e. residential and commercial)
- Compilations of labour costs for each type of building
- Compilations of costs of physical resources

When assessing the candidate’s submission

- Review the candidate’s submission against the following:
 - The completed assessment templates from *Task 1* to *Task 7*.
 - The workplace documents that include the procedure for compiling the following:
 - Costs of materials, consumables, and off-site production
 - Labour costs
 - Costs of physical resources
- For each criterion listed in this checklist:
 - Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
 - Tick NO if you confirm the candidate’s submission does not satisfactorily meets the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will be helpful in addressing any area(s) for improvement.

After assessing the candidate’s submission

- 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	
Title/designation	

Assessor/Observer Details

Candidate is assessed by	
Training Organisation	
Relevant qualifications held	

Assessment Context

Workplace/organisation	
Name of building and construction project	
Type of project	☐ Residential building ☐ Commercial building
State/territory	
Resources required for assessment	☐ Compilation of costs of materials, consumables, and off-site production ☐ Compilation of labour costs ☐ Compilation of costs of physical resources ☐ Completed <i>Compilation Procedure Identification Form</i>

ASSESSOR'S CHECKLIST

Section 1 of Compilation Procedure Identification Form	YES/NO	Assessor's comments
Candidate correctly documented all the steps involved in compiling the costs of materials, consumables, and off-site production needed in the construction of the building.	☒ YES ☐ NO	

Section 2 of Compilation Procedure Identification Form	YES/NO	Assessor's comments
Candidate correctly documented all the steps involved in compiling the labour costs involved in the construction of the building.	☒ YES ☐ NO	

Section 3 of Compilation Procedure Identification Form	YES/NO	Assessor's comments
Candidate correctly documented all the steps involved in compiling the costs of physical resources needed in the construction of the building.	☒ YES ☐ NO	

Compilation of Costs of Materials, Consumables, and Off-site Production	YES/NO	Assessor's comments
1. Candidate correctly documented the costs of materials needed in the construction of the building.	☒ YES ☐ NO	
2. Candidate correctly documented the costs of consumables needed in the construction of the building.	☒ YES ☐ NO	
3. Candidate correctly documented the costs of off-site production of components manufactured off-site needed in the construction of the building.	☒ YES ☐ NO	
4. Candidate correctly followed the procedure in compiling costs of materials, consumables, and off-site production.	☒ YES ☐ NO	

Compilation of Labour Costs	YES/NO	Assessor's comments
1. Candidate correctly documented the labour costs involved in the construction of the building.	☒ YES ☐ NO	
2. Candidate correctly followed the procedure in compiling labour costs.	☒ YES ☐ NO	

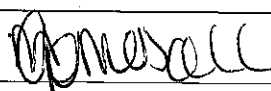
Compilation of Costs of Physical Resources	YES/NO	Assessor's comments
1. Candidate correctly documented the costs of physical resources in the construction of the building.	☒ YES ☐ NO	
2. Candidate correctly followed the procedure in compiling costs of physical resources.	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have thoroughly reviewed the following submissions of the candidate for this workplace assessment task:

- Completed *Compilation Procedure Identification Form*.
- Compilations of cost of materials, consumables, and off-site production
- Compilations of labour costs
- Compilations of costs of physical resources

I confirm that the information recorded on this *Assessor's Checklist* is true and accurately reflects the candidate's submission for this workplace task.

Assessor's signature	
Assessor's name	Michelle Comerbell
Date signed	6/1/23

END OF ASSESSOR'S CHECKLIST