

Workplace Assessment 16 – Assessor’s Checklist

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

Purpose

This *Assessor’s Checklist* lists the specific criteria that the candidate’s submission for **Workplace Assessment Task 16** 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 16 .

Task Overview

For this task, the candidate is required to finalise the contract and collate all documentation relevant to the finalisation of the contract and consolidate them in a folder and submit them to your assessor.

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

- Practical knowledge of finalising the contract and securing necessary documentation.
- Practical skills in finalising the contract and securing necessary documentation.

Instructions to the Assessor

During the assessment

- Review the candidate’s submission.
- 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 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

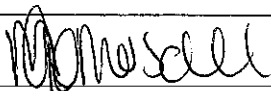
Candidate is assessed by	
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Context of the Assessment

Workplace/organisation	Cogent scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	
Contract provisions relevant to the finalisation of the contract	
The policies and procedures for contract finalisation and securing documentation.	

Assessor's Checklist

Securing documentation:	YES/NO	Assessor's comments
1. In the candidate's folder, did they include:		
✓ i. Includes the final contract	☒ YES ☐ NO	
✓ ii. Includes the Certificate of Practical Completion	☒ YES ☐ NO	
✓ iii. Includes the Certificate issued by contractor	☒ YES ☐ NO	
✓ iv. Includes the Health and safety inspection certificates	☒ YES ☐ NO	
v. Includes construction certification	☐ YES ☐ NO	N/A
✓ vi. Includes statement of compliance	☒ YES ☐ NO	
2. Clearly identifies where in the workplace you would locate the abovementioned documents.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's folder submission for this workplace assessment task.	
I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	
Assessor's name	Michelle Cornicelli
Date signed	9/3/23

End of Workplace Assessment - Assessor's Checklist