

Workplace Assessment Task 4 – 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 4** 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 4.

Task Overview

For this task, the candidate is required to produce the following drawings:

- A drawing of the structural component they selected in Task 2.
- A drawing of the non-structural component they selected in Task 2.

This task aims to assess the candidate’s:

- Practical knowledge of the measurements, information and details required for drawings.
- Practical skills in producing 2D and 3D drawings using the information provided in the set of construction plans reviewed in Task 1.
- Practical skills in creating drawings using standard drawing conventions.

Instructions to the Assessor

When assessing the candidate’s submission

- Review the two drawings the candidate submitted.
- 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 meet the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address 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	Anya English
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Assessor/Observer Details

Candidate is assessed by	Jenna Sheridan
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Assessment Context

Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quay Waterfront, Scaffolding
Type of project	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class: Class 2
Overview of this project	25 story Residential Building
Project site address	57 Skyring Terrace, Newcastle
State/territory	Qld
Resources required for assessment	☒ Building and construction project ☒ Set of construction plans to use as reference in producing the drawings. ☒ Equipment, e.g. hand drawing equipment or computers, applications, and software, is used to produce the drawings.

ASSESSOR'S CHECKLIST

Drawing: Structural component

Component	Assessor to specify here, e.g. columns, foundations, girders, beams, supports, concrete slabs, exterior walls, etc.
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The candidate's drawing of the structural component:	YES/NO/NA	Assessor's comments
1. Records the following information:		
i. Measurements, including:	☒ YES ☐ NO	
a. Length of objects	☒ YES ☐ NO	
b. Height of objects	☒ YES ☐ NO	
c. Width of objects	☒ YES ☐ NO	
d. Diameter/radius of objects	☒ YES ☐ NO ☒ N/A	
e. Units of measurements	☒ YES ☐ NO	
ii. Information, including:		
a. Title of the drawing	☒ YES ☐ NO	
b. Hand-drawn concepts of form	☒ YES ☐ NO	
c. Hand-drawn concepts of spatial arrangements	☒ YES ☐ NO	
iii. Details, including:		
a. The label of each form	☒ YES ☐ NO	
b. The label of each spatial arrangement	☒ YES ☐ NO	
c. Label of materials	☒ YES ☐ NO	
d. Notes, as applicable	☐ YES ☒ NO ☐ N/A	

The candidate's drawing of the structural component:	YES/NO/NA	Assessor's comments
2. Includes:		
i. Two-dimensional forms (Showing measurements of two dimensions)	☒ YES ☐ NO	
a. Height x length; or	☒ YES ☐ NO	
b. Width x length; or	☒ YES ☐ NO	
c. Width x height	☒ YES ☐ NO	
ii. Three-dimensional shapes		
a. Sectional representations of objects	☒ YES ☐ NO	
b. (Showing measurements of three dimensions) Height x width, length	☒ YES ☐ NO	
3. Uses standard drawing conventions including:		
i. sheet layout	☒ YES ☐ NO	
ii. title block, including the following details	☒ YES ☐ NO	
a. job title	☒ YES ☐ NO	
b. date	☒ YES ☐ NO	
c. scale	☒ YES ☐ NO	
d. sheet number	☒ YES ☐ NO	
iii. line types	☒ YES ☐ NO	
iv. symbols	☒ YES ☐ NO	
v. dimensions	☒ YES ☐ NO	
vi. dimension lines, with	☒ YES ☐ NO	
a. Dimension value in the middle	☒ YES ☐ NO	
b. Arrowheads at each end	☒ YES ☐ NO	
vii. abbreviations	☒ YES ☐ NO	

The candidate's drawing of the structural component:	YES/NO/NA	Assessor's comments
4. Is submitted in an appropriate form for presentation. (Assessor to indicate below appropriate form for presentation for this drawing) ☒ Blueprint ☐ Blueprint with PowerPoint ☐ Others:	☒ YES ☐ NO	

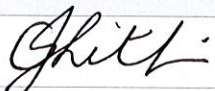
Drawing: Non-structural component

Component	Assessor to specify here, e.g. ceiling (heights and variations), doors, light fittings, power suppliers, services, etc.
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The candidate's drawing of the non-structural component:	YES/NO/NA	Assessor's comments
1. Records the following information:		
i. Measurements, including:	☒ YES ☐ NO	
a. Length of objects	☒ YES ☐ NO	
b. Height of objects	☒ YES ☐ NO	
c. Width of objects	☒ YES ☐ NO	
d. Diameter/radius of objects	☐ YES ☐ NO ☒ N/A	
e. Units of measurements	☒ YES ☐ NO	
ii. Information, including:		
a. Title of the drawing	☒ YES ☐ NO	
b. Hand-drawn concepts of form	☒ YES ☐ NO	
c. Hand-drawn concepts of spatial arrangements	☒ YES ☐ NO	
iii. Details, including:		
a. The label of each form	☒ YES ☐ NO	
b. The label of each spatial arrangement	☒ YES ☐ NO	
c. Label of materials	☒ YES ☐ NO	
d. Notes, as applicable	☒ YES ☐ NO ☐ N/A	

The candidate's drawing of the non-structural component:	YES/NO/NA	Assessor's comments
2. Includes:		
i. Two-dimensional forms (Showing measurements of two dimensions)	☒ YES ☐ NO	
a. Height x length; or	☒ YES ☐ NO	
b. Width x length; or	☒ YES ☐ NO	
c. Width x height	☒ YES ☐ NO	
ii. Three-dimensional shapes		
a. Sectional representations of objects	☒ YES ☐ NO	
b. (Showing measurements of three dimensions) Height x width, length	☒ YES ☐ NO	
3. Uses standard drawing conventions including:		
i. sheet layout	☒ YES ☐ NO	
ii. title block, including the following details	☐ YES ☐ NO	
a. job title	☒ YES ☐ NO	
b. date	☒ YES ☐ NO	
c. scale	☒ YES ☐ NO	
d. sheet number	☒ YES ☐ NO	
iii. line types	☒ YES ☐ NO	
iv. symbols	☒ YES ☐ NO	
v. dimensions	☒ YES ☐ NO	
vi. dimension lines, with	☒ YES ☐ NO	
a. Dimension value in the middle	☒ YES ☐ NO	
b. Arrowheads at each end	☒ YES ☐ NO	
vii. abbreviations	☒ YES ☐ NO	

The candidate's drawing of the non-structural component:	YES/NO/NA	Assessor's comments
4. Is submitted in an appropriate form for presentation. (Assessor to indicate below appropriate form for presentation for this drawing) ☐ Blueprint ☒ Blueprint with PowerPoint ☐ Others:	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's drawings 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	Carolyn Litfin
Date signed	5/12/22

END OF ASSESSOR'S CHECKLIST