

Workplace Assessment Task 9 – 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 9**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 9.

Task Overview

For this task, the candidate is required to identify variations from the contract, meet with the contracting parties, and negotiate identified variations.

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

- Practical knowledge on construction contract variations.
- Practical skills in negotiating and documenting contract variations.

Instructions to the Assessor

During the assessment

- For each practical skill listed in this observation form:
 - 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
----------------	--------------

Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
--------------------------	------------------

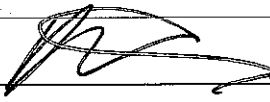
Context of the Assessment

Workplace/organisation	CORE 4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT

Assessor's Checklist

During the negotiation:	YES/NO	Assessor's comments
1. The candidate discusses contract variations with the contracting parties. Note: Must select one (1) of the <u>Yes</u> options for at least two (2) variations listed below to meet the requirements of this task.		
i. The candidate discusses additions from the scope of work	☒ Yes, changes required. ☒ Yes, changes not required ☐ No, not checked	
ii. The candidate discusses omissions from the scope of work	☐ Yes, changes required. ☒ Yes, changes not required ☐ No, not checked	
iii. The candidate discusses any changes in materials	☐ Yes, changes required. ☒ Yes, changes not required ☐ No, not checked	
iv. The candidate discusses any changes in working conditions	☐ Yes, changes required. ☒ Yes, changes not required ☐ No, not checked	
v. The candidate discusses any changes in the schedule	☒ Yes, changes required. ☐ Yes, changes not required ☐ No, not checked	
2. The candidate negotiates variations with the contracting parties Note: Must select one (1) of the <u>Yes</u> options for at least two (2) variations listed below to meet the requirements of this task.		
i. The candidate addresses any concerns the contractor has about the variations	☒ Yes, changes required. ☐ Yes, changes not required ☐ No, not checked	
ii. The candidate addresses any concerns the client has about the variations	☐ Yes, changes required. ☒ Yes, changes not required ☐ No, not checked	
iii. The candidate asks for any alternative to the variation	☒ Yes, changes required. ☐ Yes, changes not required	

		☐ No, not checked
iv.	The candidate confirms acceptance of variation by the contractor	☒ Yes, changes required. ☐ Yes, changes not required ☐ No, not checked
v.	The candidate confirms acceptance of variation by the client	☒ Yes, changes required. ☐ Yes, changes not required ☐ No, not checked

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, negotiate contract variations. I confirm that the information recorded on this <i>Assessor's Checklist</i> 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