

Workplace Assessment 10 – 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 10** 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 10.

Task Overview

For this task, the candidate is required to review the policies and procedures in their organisation to ensure there are measures in place to prevent breach of contract.

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

- Practical knowledge of minimising liquidated damages and penalties.
- Practical skills in reviewing policies and procedures to ensure there are measures in place to minimise liquidated damages and penalties.

Instructions to the Assessor

During the assessment

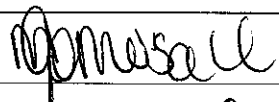
- Review the candidate’s submission.
- For each criterion listed in this checklist:
 - Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
 - Tick NO if you confirm the candidate’s submission does not satisfactorily meets the criterion.
- Write specific comments on 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.

Assessor's Checklist

The candidate's Policies and Procedures Checklist:	YES/NO	Assessor's comments
1. Shows each item has been ticked YES or NO to confirm whether policies and procedures have measures in place to prevent breach of contract. Note: Ensure that a completed <u>Policies and Procedures Checklist</u> is also submitted as evidence to meet the requirements of this task.	☒ YES ☐ NO	
2. Includes comments for items where the candidate ticked NO.	☒ YES ☐ NO	
i. Comments include recommendations from candidate to address gap in policies and procedures.	☒ YES ☐ NO	
3. Shows candidate correctly check each item against the policies and procedures reviewed.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's submissions 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 Camorsale
Date signed	9/8/23

End of Workplace Assessment - Assessor's Checklist

Policy and Procedure Checklist

- ☒ Social Media Policy
- ☒ Issue Resolution Policy
- ☒ Anti-Discrimination Policy
- ☒ Performance Improvement Policy
- ☒ Code of Ethics Policy
- ☒ Workplace Wellness Policy
- ☒ Diversity and Inclusion Policy
- ☒ Compliance with best practice principles (QLD)
- ☒ Statement of intent for local and indigenous workers
- ☒ Booking a training course procedure
- ☒ Performance reviews Procedure
- ☒ Recruitment procedure
- ☒ Timesheet procedure
- ☒ Workplace relations management plan
- ☒ Change Management procedure
- ☒ Risk management policy
- ☒ Contractor management
- ☒ Fatigue management
- ☒ Hazardous substances policy
- ☒ Heat management policy
- ☒ Visitor site safety policy
- ☒ Smoking policy
- ☒ Workplace health and safety policy
- ☒ Emergency management procedure
- ☒ Scaffold safety checklist
- ☒ Pre contract commencement flow chart

Policies and Procedures Checklist

Instructions to the Assessor

The candidate will review organisational policies and procedures to ensure there are measures in place to prevent breach of contract.

The candidate will use this *Policies and Procedures Checklist* template to document their review.

Before the candidate commences with their review:

1. Review and discuss the contents of this checklist with the candidate.
2. Address any questions or clarifications they may have about the task or this checklist.

After the candidate completes their review:

1. They will submit to you their completed this *Policies and Procedures Checklist*.
2. Review the candidate's responses in their submission against the policies and procedures they reviewed for this task.
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor would review this against the actual document, and they will confirm if the item is really addressed in the document reviewed.
4. Record your assessment of the candidate's review under the *Assessor's Marking Checklist* column.

For each checklist, item:

- Tick YES if the candidate's finding is the same as yours in your assessment.
- Tick NO if the candidate's finding is different from yours in your assessment.

Provide written constructive comments as these will give the candidate guidance on how to improve their performance in this workplace assessment task.

5. Complete and sign the *Assessor's Declaration* section. Your signature must be handwritten.

Instructions to the Candidate

Use this *Policies and Procedures Checklist* template to document your review of policies and procedures in your organisation.

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

POLICIES AND PROCEDURES CHECKLIST	
Candidate name	Anya English
Workplace/organisation	Cogent Scaffolding
Date of review	3 rd March 2023

Details of the Building and Construction Project

Name of building and construction project	Quay Waterfront
Overview of this project	
Project site address	47 Skyring Terrace
State/territory	Queensland

Policies and procedures reviewed	☐ Social Media Policy ☐ Issue Resolution Policy ☐ Anti-Discrimination Policy ☐ Performance Improvement Policy ☐ Code of Ethics Policy ☐ Workplace Wellness Policy ☐ Diversity and Inclusion Policy ☐ Compliance with best practice principles (QLD) ☐ Statement of intent for local and indigenous workers ☐ Booking a training course procedure ☐ Performance reviews Procedure ☐ Recruitment procedure ☐ Timesheet procedure ☐ Workplace relations management plan ☐ Change Management procedure ☐ Risk management policy ☐ Contractor management ☐ Fatigue management ☐ Hazardous substances policy ☐ Heat management policy ☐ Visitor site safety policy ☐ Smoking policy
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	☐ Workplace health and safety policy ☐ Emergency management procedure ☐ Scaffold safety checklist ☐ Pre contract commencement flow chart
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Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
1. The organisation has in place policies to prevent delays.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
2. The organisation has in place policies against changes in the scope of work.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
3. The organisation has in place policies for ensuring work conditions are consistent with contract agreements	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:

Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
4. The organisation has in place procedures for ensuring quantity of materials used are consistent with contract agreements	☐ YES ☐ NO ☒ N/A	Scaffolding supply	Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
5. The organisation has in place procedures for ensuring quality of materials used are	☐ YES ☐ NO ☒ N/A	Scaffolding Supply, from suppliers not us	Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO

consistent with contract agreements		Comments:	
6. The organisation has in place procedures for ensuring project timelines are followed.	☐ YES ☒ NO ☐ N/A	Scaffolding goes against other trades finish times not our own	Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
7. The organisation has in place procedures for resolving/addressing delays.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:
8. The organisation has in place procedures for resolving/addressing quality variations.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the contract reviewed? ☐ YES ☐ NO Comments:

Assessor Declaration

By signing here, I confirm that I have reviewed and assessed the candidate's responses in this checklist against the policies and procedures they reviewed for this task.

I confirm that the responses I provided under the *Assessor's Marking Checklist* are true and accurately reflect the candidate's performance in this workplace task.

Assessor's signature	
Assessor's name	
Date signed	

END OF POLICIES AND PROCEDURES CHECKLIST