

Workplace Assessment Task 5 – 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 5**.

This form is to be completed by the candidate's assessor to document the candidate's performance in Workplace Assessment Task 5.

Task Overview

For this task, the candidate is required to present the contract draft to all the relevant contracting parties to review and discuss its legality and validity, resolve any discrepancies or disagreements, and record any amendments to be made.

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

- Practical knowledge relevant to resolving discrepancies or disagreements between parties prior to contract preparation.
- Practical skills relevant to reviewing the contract in terms of legality and validity.

Instructions to the Assessor

During the assessment

- For each practical skill listed in this Assessor's Checklist:
 - 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 Tett
----------------	--------------

Assessor Details

Candidate is observed and assessed by	DYLAN CUNNINGHAM
---------------------------------------	------------------

Context of the Assessment

Workplace/organisation	CORE4
The organisation's policy and procedures relevant to meeting with contracting parties	Site meeting Documentation and minutes
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD BNIA ACT

Assessor's Checklist

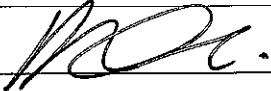
During the meeting	YES/NO	Assessor's comments
1. The candidate communicates clearly with the parties present.	☒ YES ☐ NO	
2. The candidate communicates directly with the parties present.	☒ YES ☐ NO	
3. The candidate discusses the legality of the contract		
i. The candidate discusses the applicable State/Territory laws and requirements that apply to the contract	☒ YES ☐ NO	
ii. The candidate discusses the applicable State/Territory laws and requirements that apply to the building and construction project	☒ YES ☐ NO	
iii. The candidate confirms compliance of the contract stipulations with the said laws	☒ YES ☐ NO	
4. The candidate discusses the validity of the contract		
i. The candidate outlines the legal elements of the contract.	☒ YES ☐ NO	
ii. The candidate confirms offer of the offeror	☒ YES ☐ NO	
iii. The candidate confirms acceptance of the offer by the offeree	☒ YES ☐ NO	
iv. The candidate confirms intention of the contracting parties to create legal relations	☒ YES ☐ NO	
v. The candidate confirms legal capacity of the contracting parties (i.e., this may be a review of the meeting minutes from Task 1)	☒ YES ☐ NO	
vi. The candidate discusses validity of the contract based on the confirmation of the legal elements	☒ YES ☐ NO	

During the meeting	YES/NO	Assessor's comments
5. The candidate verifies agreement with the contract terms		
i. The candidate asks if there are any disagreements or discrepancies to the terms in the contract draft	☒ YES ☐ NO	
ii. The candidate addresses any concerns about the contract terms	☒ YES ☐ NO	
iii. The candidate records any disagreement or discrepancy raised by the contracting parties	☒ YES ☐ NO	
iv. The candidate discusses possible resolution with both parties	☒ YES ☐ NO	
v. The candidate confirms resolution to the disagreement or discrepancy	☒ YES ☐ NO	
6. The candidate records any amendments to be made in the contract.	☒ YES ☐ NO	
i. The candidate records specific terms that were changed	☒ YES ☐ NO	
ii. The candidate clearly records the new terms/conditions used	☒ YES ☐ NO	
iii. The candidate records the party that suggested the amendment	☒ YES ☐ NO	
iv. The candidate records acceptance of the amendment by all relevant contracting parties	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, meeting with all the contracting parties.

I confirm that the information recorded on this *Assessor's Checklist* 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

