

Workplace Assessment 12 – 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 12** 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 12.

Task Overview

For this task, the candidate is required to review the conditions for issuing a final certificate in the contract and verify if actual construction conditions presented by the contractor satisfy these conditions in the contract.

All documents prepared must be compiled in folder for submission to the assessor.

In this task, the candidate will be assessed in:

- Practical knowledge on issuance of final certificates.
- Practical skills in assessing conditions for issuance of final certificate.

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	Michael Tatt
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Assessor Details

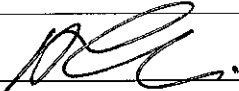
Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	WHS ACT
The contract's conditions for issuing a final certificate	Works Completed, Scaffolding and material removed

Assessor's Checklist

The candidate's Final Certificate Checklist:	YES/NO	Assessor's comments
1. Shows each item has been ticked YES or NO to confirm whether contract conditions for issuing a final certificate have been met. Including:		
i. All patent defects have been remedied	☒ YES ☐ NO	
ii. Adjustments to contract sum have been agreed	☒ YES ☐ NO	
iii. All settled claims	☒ YES ☐ NO	
iv. Defects liability period has expired	☐ YES ☐ NO	
v. Notice of final completion submitted	☒ YES ☐ NO	
vi. All works to be performed under contract agreement has been complete:	☒ YES ☐ NO	
2. Includes comments for items where the candidate ticked NO.		
i. Comments include recommendations from candidate to address conditions not met.	☐ YES ☐ NO	
3. Shows candidate correctly check each item against the conditions reviewed.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Final Certificate Checklist 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	DYLAN CUNNINGHAM
Date signed	29.01.24

End of Workplace Assessment - Assessor's Checklist

