

Workplace Assessment 15 – 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 15** 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 15.

Task Overview

For this task, the candidate is required to review contract terms for completion of work, as well as verify if terms have been met and issue the relevant certificates for completion of work.

In this task, the candidate will be assessed in:

- Practical knowledge of certificate issuance upon completion of work.
- Practical skills in issuing certificate upon completion of work.

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	Anya English
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Assessor Details

Candidate is assessed by	
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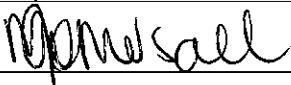
Context of the Assessment

Workplace/organisation	Cogent Scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	
The contractor conditions for issuing certificate upon completion of work	
Certificates of completion of work applicable to this project.	

Assessor's Checklist

Instructions to the Assessor: Before the assessment, the criteria listed below must be contextualised further to

The candidate's submissions:	YES/NO	Assessor's comments
1. Did each certificate of completion record the following details?		
i. Date of commencement of work.	☒ YES ☐ NO	
ii. Final date of major works.	☒ YES ☐ NO	
iii. Relevant signatories.	☒ YES ☐ NO	
iv. Relevant contracting parties.	☒ 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 Gamersall
Date signed	9/3/23

End of Workplace Assessment - Assessor's Checklist

Certificate of Completion

Contract No.: 000125

Project Name: Quay Waterfront

Project Address: 47 Skyring Terrace, Newstead

Date of Insurance: 30/3/25

Owner: Mirvac Constructions

Design Professional: Cogent Scaffolding and Construct

SubContractor: Cogent Scaffolding

Contract Date: 25/03/23

Begin Construction Date: 26/3/23

Substantial Completion: 25/3/25

Final Completion: 25/3/25

Remainder Due: \$10 125

Final Amount: \$383, 785.23

Total Amount: \$10 125

Certificates

Subcontractors Certification

I, Anya English, representing Cogent Scaffolding, hereby certifies that:

1. All work has been performed in accordance with the terms of the contract
2. All changes to the work (expect minor modifications and field adjustments) have been authorised in writing by the owner
3. All labourers and mechanics have been paid at least minimum wage rates as set fourth in the contract
4. There have been no claims made for infringement of any patent
5. The work to which the certificate applies has been inspected by authorised representative of Owner, Contractor and Architect, the punch list has been completed and the work of the contract is hereby declared to be finally complete in accordance with the contract on 25/03/2025
6. By accepting the payment above, the Subcontractor releases the Contractor from any and all claims arsing under the contract
7. All taxes, fees and similar conditions have been met
8. This certificate does not constitute an acceptance of any work in accordance with the Contract Documents not is it a release of Subcontractors obligations to complete the work in accordance with

the Contract Documents. The warranty for all work completed subsequent to the date of substantial completion expires one year from the date of this final acceptance.

Signature of Subcontractor:

Signature of Contractor: