

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	Anya English
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Assessor Details

Candidate is assessed by	
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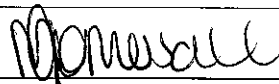
Context of the Assessment

Workplace/organisation	Logent Scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	

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	Michelle Cromwell
Date signed	9/3/23

End of Workplace Assessment – Assessor's Checklist

Anya English

ase proceed with SI-000621.

ink you

ra English
nin Assistant

0478 944 719
nva@cogentscaffolding.com.au



ms: Anya English <anya@cogentscaffolding.com.au>
ts: Friday, 3 March 2023 10:29 AM
Anya English <anya@cogentscaffolding.com.au>
bject: Variations for Quay Waterfront

od morning,

er discussing with the Leading hand on site and the site men for Mirvac, it has come to our attention that there is need for a variation,
s is a Stretcher Stair to Crane Footing Pour 3.

ase find attached quote for it and please issue a Site Instruction if you wish for these works to go ahead.

ink you.
ards,

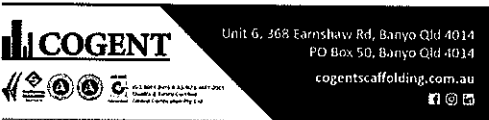
nya,

n just a bit confused at what is needed for the variation as I am not aware of scaffolding.
s this kwik stage take longer to install? Is it more in cost.

mks

ra English
nin Assistant

0478 944 719
nva@cogentscaffolding.com.au



ms: Anya English <anya@cogentscaffolding.com.au>
ts: Friday, 3 March 2023 10:43 AM
Anya English <anya@cogentscaffolding.com.au>
bject: Changes in material

od morning,

as come to our attention that we need to built form support for Ground level and thought we could use Cup lock scaffolding for this, but unfortunately this is not the case, we will need to use Kwik
ge.

s is an extra \$5 per lm (100 lms)
ase issue an SI for this variation and we will proceed with this variation.

ink you.
ards,

s Anya English <anya@cogentscaffolding.com.au>
Friday, 3 March 2023 10:45 AM
nya English <anya@cogentscaffolding.com.au>
set: RE: Changes in material

Ys,
knt a bit confused at what is needed for the variation as I am not aware of scaffolding.
this kwik stage take longer to install? Is it more in cost.

ks

English
y Assistant

78 944 719
a@cogentscaffolding.com.au



RE: Changes in material

AE Anya English
To Anya English

No need.

Please proceed with si-00002

Anya English
Admin Assistant

At: 0478 944 719
E: anya@cogentscaffolding.com.au



From: Anya English <anya@cogentscaffolding.com.au>
Sent: Friday, 3 March 2023 10:47 AM
To: Anya English <anya@cogentscaffolding.com.au>
Subject: RE: Changes in material

Hi,

Sure thing!

Kwik stage is higher in rental cost as well as it takes us a bit longer to install. Please note that we have not increased the Hire on this item nor have we increased the sundries/transport even though we need to spend more, rather we have just increased the cost of the labour with a small amount.

If you have any more questions, please feel free to give me a call.

Thanks.

Anya English
Admin Assistant

M: 0478 944 719
E: anya@cogentscaffolding.com.au