

Workplace Assessment Task 11.2 – 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 11.2**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 11.2.

Task Overview

For this task, the candidate is required to:

- Apply contractual dispute resolution processes to resolve disputes with the contract
- Record outcomes of the contractual dispute resolutions

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

- Practical knowledge of contractual dispute resolution processes and relevant contract legislation and regulations.
- Practical skills in resolving contractual disputes in accordance with contract and relevant legislation and regulations.

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	Anya English
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Assessor Details

Candidate is assessed by	
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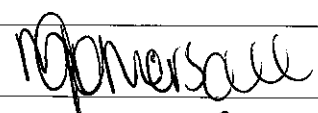
Context of the Assessment

Workplace/organisation	Cogent Scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	
Overview of dispute to be resolved by the candidate for this task.	For an issue/matter to be a dispute, the two parties must have conflicting interpretation of an agreement/provision in the project contract

Assessor's Checklist

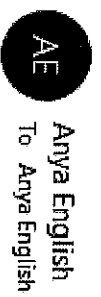
Dispute documentation

During the dispute resolution documentation:	YES/NO	Assessor's comments
1. The candidate records the outcomes of dispute resolution in the prescribed format: The assessor to select which format the candidate follows for this task: ☐ The organisation's dispute resolution form. ☒ Electronic form as per the organisation's record-keeping protocols.	☒ YES ☐ NO	
2. The candidate records the required details of the dispute resolution:		
a. Parties involved in the dispute resolution.	☒ YES ☐ NO	
b. The issue in the dispute.	☒ YES ☐ NO	
c. How the dispute resolution process was facilitated	☒ YES ☐ NO	
d. Any follow-up actions to rectify the issue	☒ YES ☐ NO	
e. Timeframes for completing any follow-up actions required.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, apply contractual dispute resolution. 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 Gomersall
Date signed	9/3/23

End of Workplace Assessment – Assessor's Checklist

Project Process



Fri 3/03/2023 11:15 AM

 Reply Reply All Forward

Good morning,

After my site visit this morning there is a few things I would like to review:

- The site is now currently pouring the slab for level 1, which is very exciting, the progress is coming along quickly.
- Cogent scaffolding employees seem to be keeping up the work, with perimeter up to ground with the slab pour.
- Access is completed up the Ground level.
- Form support for the ground slab is complete, resulting in the slab pouring proceeding.

It seems we are moving at a rapid rate with everything getting installed in the times agreed in the scope of works.

Cogent scaffolding seems to be complying with the terms of performance in the contract, we have communicated instantly when needing a form for extension of time, progress payments are put in every 30 days (at the end of the month) with the agreed payment (% complete).

We have completed the scaffolding up to level ground with the terms under out Standard of Work, in a skilful way with reasonable care and skill.

We did not start work until the contract was written and signed by all parties, the contractor (Mirvac) has been paying the agreed amount in accordance with the Building Industry Fairness (Security of Payment) Act 2017.

Cogent Scaffolding seem to be complying with the Work health and safety Act as well as the Contractor.

There seems to be no complaint from our end and everything in the contract seems to be complied with as well as all legislation. I hope Mirvac can agree on this comment.

Thank you.

Anya English

Admin Assistant

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ISO 9001:2015 & ISO 14001:2015
Quality & Safety Certified
Scaffolding Installation Pty Ltd

Workplace Assessment Task 11.1 – 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 11**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 11.

Task Overview

For this task, the candidate is required to:

- Conduct a site inspection to verify the commencement of work
- Discuss project progress with relevant site personnel
- Discuss compliance of performance with contracts terms to contracting parties
- Review compliance with relevant legislation and regulations

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

- Practical knowledge on contract administration
- Practical skills in administering the project contract.

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

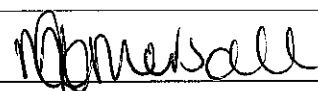
Candidate is assessed by	
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Context of the Assessment

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

Assessor's Checklist

Confirm Performance of Work:	YES/NO	Assessor's comments
1. The candidate communicates project progress with relevant site personnel (email evidence must be provided)	☒ YES ☐ NO	
2. The candidate communicates compliance of performance with contracts terms to contracting parties (email evidence must be provided)	☒ YES ☐ NO	
3. The candidate reviews compliance with relevant legislation and regulations (email evidence must be provided)		
i. The candidate reviews applicable legislation to the project	☒ YES ☐ NO	
ii. The candidate reviews applicable regulations to the project	☒ YES ☐ NO	
iii. The candidate reviews applicable organisational policies and procedures	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, confirm performance of work.	
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 Cromie
Date signed	9/3/23

End of Workplace Assessment – Assessor's Checklist

Dispute Resolution

General Change History (2)

GENERAL INFORMATION

Number:

1

Title:

Dispute Resolution

Private:

Yes

Assignee:

Status:

Initiated

Category:

Non Conformance

Due Date:

6/3/23

Created At:

3/9/23

Created By:

Anyo English

Description:

Mirvac have refused to pay for a variation for the reason being that there is no SI attached to it. People Involved: Anya, Mirvac CA, Cogent Director Issue: SI was not sent via Asopix therefore variation was not paid in the progress payment for July Resolution: Emailed the site manager to confirm erection of variation, for them to approve an SI sent Prevention of this happening again: Do not start work without a SI sent and approved This resolution took about 2 weeks to resolve therefore was just charged in the next payment schedule

Attachments:

ACTIVITY

I want to

Change Status

Add a Comment