

Workplace Assessment Task 8 – 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 8**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 8.

Task Overview

For this task, the candidate is required to process application for Extension of Time. (In two separate instances)

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

- Practical knowledge on the process of application for Extension of Time.
- Practical skills in processing applications for Extensions of Time.

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 Tolt
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	COLE 4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT

Assessor's Checklist

Application for Extension of Time 1

Date of application:		
During the application:	YES/NO	Assessor's comments
1. The candidate processes application for Extension of Time.		
i. The candidate retrieves written notice of the project delay from the contractor	☒ YES ☐ NO	
ii. The candidate retrieves evidence of the delay.	☒ YES ☐ NO	
iii. The candidate collates evidence of the delay	☒ YES ☐ NO	
iv. The candidate submits written notice to client with attached evidence of delay	☒ YES ☐ NO	
2. The candidate follows organisational policies and procedures		
i. The candidate submits copy of the written notice to relevant organisational personnel	☒ YES ☐ NO	
ii. The candidate submits copies of the evidence of delay to relevant organisational personnel	☒ YES ☐ NO	
3. The candidate follows contract conditions on processing application for Extension of Time		
i. The candidate reviews the contract conditions for Extension of Time	☒ YES ☐ NO	
ii. The evidence of delay submitted conforms to the relevant events stated in the contract	☒ YES ☐ NO	

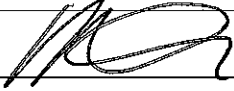
Application for Extension of Time 2

Date of application:		
During the application:	YES/NO	Assessor's comments
1. The candidate processes application for Extension of Time.		
i. The candidate retrieves written notice of the project delay from the contractor	☒ YES ☐ NO	
ii. The candidate retrieves evidence of the delay.	☒ YES ☐ NO	
iii. The candidate collates evidence of the delay	☒ YES ☐ NO	
iv. The candidate submits written notice to client with attached evidence of delay	☒ YES ☐ NO	
2. The candidate follows organisational policies and procedures		
i. The candidate submits copy of the written notice to relevant organisational personnel	☒ YES ☐ NO	
ii. The candidate submits copies of the evidence of delay to relevant organisational personnel	☒ YES ☐ NO	
3. The candidate follows contract conditions on processing application for Extension of Time		
i. The candidate reviews the contract conditions for Extension of Time	☒ YES ☐ NO	
ii. The evidence of delay submitted conforms to the relevant events stated in the contract	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, process applications for Extension of Time.

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	24.01.29

End of Workplace Assessment – Assessor's Checklist

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