

Workplace Assessment 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 1**.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 1.

Task Overview

For this task, the candidate is required to contact the client organisation, and obtain from them the relevant construction project documents for tender preparation.

These construction project documents must include (at a minimum):

- Relevant construction plans
- Relevant construction specifications
- Project tender documentation

They must contact the client organisation and request that the construction project documents necessary for tender preparation be sent through email. After which, they must download the construction project documents into the computer’s drive.

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

- Practical knowledge of relevant plans, specifications, and project tender documentation
- Practical skills relevant to sourcing relevant plans, specifications, and project tender documentation

After completing this task, submit the following to your assessor:

- Copies of the construction project documents you sourced from the client organisation
- Your email correspondence with the client organisation, which serves as evidence of sourcing the relevant construction project documents

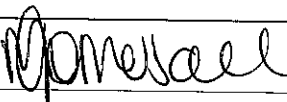
Instructions to the Assessor

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.

Assessor's Checklist

During the sourcing of relevant construction project documents	YES/NO	Assessor's comments
1. The candidate contacts the tendering personnel from the client organisation.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. The candidate expresses their intent to collaborate with the client organisation.		
i. The candidate expresses their intent to source the construction project plans.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. The candidate expresses their intent to source the construction project specifications.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. The candidate expresses their intent to source the construction project tender documentation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iv. The candidate states that the purpose of sourcing the construction project documents is to respond to the client organisation's invitation to tender	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
3. The candidate verifies if the relevant construction project documents have been received via email.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, contact the client organisation and obtain the relevant construction project documents for tender preparation. 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 Comerse
Date signed	9/2/23

End of Workplace Assessment – Assessor's Checklist

To: Anya English <anya@coagentscaffolding.com.au>

Subject: RE: Quay Waterfront project

We thank you for your inquiry about tendering for this project

Please find attached tendering documents with designs and specifications.

Please ensure the tender submission is in before February 11th 2023, otherwise your tender will not be considered for the next stage.

Looking forward to hearing back from you
Regards,

Kalle Persson
Contract Manager
Mirvac

From: Anya English

Sent: Tuesday, 10 January 2023 10:53 AM

To: Mirvac Constructions

Subject: Quay Waterfront project

To whom it may concern,

Cogent Scaffolding is interested in tendering for the Quay Waterfront Project.

If Mirvac could please send all the appropriate tendering documents including the scaffolding designs and specifications and Cogent can get the tender in as soon as possible.

Thank you very much for this opportunity and we look forward to hearing back from you.

Regards,

Anya English
Admin Assistant

T: 1300 550 149

M: 0478 944 719

E: anya@coagentscaffolding.com.au

COGENT



Unit 6, 368 Earnshaw Rd, Banyo Qld 4014
PO Box 50, Banyo Qld 4014

coagentscaffolding.com.au



Hi Anya,

Please find attached Plans and Tender documentation for 67 Bayley Terrace Clayfield.
We look forward to hearing from you.

Regards,
M R Building Design



From: [Anya English](#)
Sent: Monday, 16 January 2023 8:56 AM
To: MR Building Design
Subject: Tender Documents for

To whom it may concern at MR Building Design,

Could I please have a copy of all Project tender documentation, which includes construction plans, construction Specifications/schedules.
Please respond at your earliest convenience.

Thank you very much

Regards,

Anya English
Admin Assistant

T: 1300 550 149
M: 0478 944 719
E: anya@cogentscaffolding.com.au

  ISO 9001:2015 & AS/NZS 4845:2014 Quality & Safety Certificates Issued 15 March 2020 (Exp 15 Mar 2023)	Unit 6, 368 Earnshaw Rd, Banyo Qld 4014 PO Box 50, Banyo Qld 4014 cogentscaffolding.com.au   
--	---

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
----------------	--------------

Assessor Details

Candidate assessed by	
-----------------------	--

Context of the Assessment

Workplace/organisation	Logent Scaffolding
Building and construction project	Quay waterfront + 67 Bayley Terrace
Building classification	Class 2
Policies and procedures relevant to sourcing relevant construction project documents for tender preparation	Work health + Safety
Resources required for the assessment	☒ Building and construction project ☒ Residential project, <u>AND</u> ☒ Commerical project ☒ Communication tools and devices ☒ Computer with internet ☒ Emailing application ☒ Client organisation from whom the candidate will source the relevant construction project documents for tender preparation ☒ Opportunities to source relevant construction project documents for tender preparation ☒ Policies and procedures relevant to sourcing relevant construction project documents for tender preparation