

Workplace Assessment 10 – 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 10** 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 10.

Task Overview

For this task, the candidate is required to supply and complete the contents required in the relevant tender documents for tender submission they selected in Task 3.

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

- Practical knowledge of relevant documentation required to submit with the tender
- Practical skills relevant to completing relevant documentation required to submit with the tender

Instructions to the Assessor

During the assessment

- Review the candidate’s completed tender documents submission.
- Review the candidate’s submission against the organisational documents (organisational processes and procedures), project plans, specifications, and other project documentation they used as reference to complete this task.
- 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 meet the criterion.
- 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	
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Assessor Details

Candidate is assessed by	
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Context of the Assessment

Workplace/organisation	
Building and construction project	
Building classification	

Resources required for the assessment	☐ Building and construction project ○ Residential project, <u>AND</u> ○ Commerical project ☐ Opportunities to complete relevant tender documents for tender submission ☐ Word processing program: ☐ Organisational documents containing the organisation's processes and procedures and other details of the organisation's profile ☐ Project plans, specifications and other project documentation
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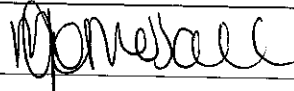
Assessor's Checklist

The relevant tender documentation for tender submission to be completed varies, depending on the building and construction project and the involved client organisation. Note that the below checklist is a generic format and thus, needs to be updated/adapted/revised accordingly.

The candidate's completed tender documentation submission:	YES/NO	Assessor's comments
1. Provides full details of tender, including		
i. Project title	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
ii. Name of tenderer	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. Governing law	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
a. e.g. contract laws	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
b. e.g. procurement laws	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
c. e.g. laws related to disclosure of information	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
2. Provides the full details regarding tender schedules, including:		
i. Current workload	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
ii. Potential future workload	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
iii. Proposed resources (e.g. contractor's representative, key people, etc.)	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
iv. Contractor rates	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	
3. Provides full details of the information from plans and preliminary design solutions, including:		
i. Outline of project plans	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO	

ii. Design methods	Residential ☐ YES ☐ NO Commercial ☐ YES ☐ NO
iii. Construction methods	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
4. Provides full details of the performance of tenderer, including:	
i. Previous projects	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
ii. Location of previous projects	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
iii. Duration of previous projects	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
5. Provides full details of tenderer's program, including:	
i. Order of work	Residential ☐ YES ☐ NO Commercial ☐ YES ☐ NO
ii. Periods for carrying out work	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO
iii. Construction activities	Residential ☐ YES ☐ NO Commercial ☐ YES ☐ NO
iv. Key dates	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
6. Provides full details of the tenderer's security and insurance details, including:	
i. Insurance company	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
ii. Policy number	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
iii. Extent of coverage	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO
iv. Policy period	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
v. Deductibles	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO

7. Provides full details related to contract price, including:	
i. Breakdown of contract price	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
ii. Schedule of rates	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
iii. Table of variation rates and prices	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
iv. Proposed progress payments for the contract price	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
8. Provides details of alternative proposals to achieve greater value for money	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's completed tender documentation submission for this workplace assessment task.	
I confirm that the information recorded on this Assessor's Checklist is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	
Assessor's name	Michelle Cromersall
Date signed	10/2/23

End of Workplace Assessment - Assessor's Checklist