

Workplace Assessment 11 – 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 11** 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 11.

Task Overview

For this task, the candidate is required to prepare the Client Acceptance Forms.

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

- Practical knowledge of client acceptance forms
- Practical skills relevant to preparing client acceptance forms

Instructions to the Assessor

During the assessment

- Review the candidate’s Client Acceptance Forms submission.
- 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

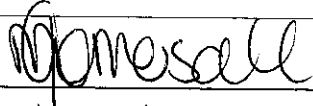
Workplace/organisation	
Building and construction project	
Building classification	

Resources required for the assessment	☐ Building and construction project ○ Residential project, <u>AND</u> ○ Commercial project ☐ Opportunities to prepare Client Acceptance Forms ☐ Template for Client Acceptance Forms
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Assessor's Checklist

The candidate's submission:	Client Acceptance Forms	YES/NO	Assessor's comments
1. Contains essential details, including:			
i. Project title	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
ii. Purpose of project	Residential ☐ YES ☐ NO Commercial ☒ YES ☐ NO		
iii. Version number	Residential ☒ YES ☐ NO Commercial ☐ YES ☐ NO		
iv. Date of issuance of the client acceptance form	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
2. Contains response fields to record client information, including:			
i. Name of client/client organisation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
ii. Address	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
iii. Phone number	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
3. Outlines the evaluation criteria for the submission of tender documents	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
4. Contains response fields (e.g. checkboxes) for client to determine whether the corresponding criteria is achieved or not	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
5. Contains response fields for recording issues in the tender submission	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
6. Contains response fields for recording additional comments/recommendations about the tender submission	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
7. Contains response fields for client sign-off signature	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO		
8. Contains response fields for date of sign-off			

i.	Communication networks, which includes communicators and receivers of communication	Residential ☐ YES ☐ NO Commercial ☐ YES ☐ NO
ii.	Goals of each communication, e.g. progress update, status review	Residential ☐ YES ☐ NO Commercial ☐ YES ☐ NO

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Client Acceptance Forms submission for this workplace assessment task. I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	
Assessor's name	Michelle Gomersall
Date signed	10/2/23

End of Workplace Assessment - Assessor's Checklist

Client Acceptance Form

Date:

Project Name: **67 Bayley Terrace**

Client Name:

This Client Acceptance Form is so signified acceptance of the following items. This includes the following documentation:

- Tender Submission
- Bill of Quantities
- Tender Schedule

This is verification that all project and tender deliverables have been reviewed and accepted by the client, and that payment is to be made to Cogent Scaffolding 30 days after the invoice date. Invoice date for this project is last date of every month.

The client acknowledges by signing below that they have reviewed the provided documentation and can confirm that they meet the project specifications and requirements. The client agrees that there is no unfulfilled obligations remaining and that accepts the requirements stated under the Procurement Connected Policies and all binding legal requirements.

In signing below, the Client provides Cogent Scaffolding with authorisation to perform all required labour to completed the project Quay Waterfront

Date:

Name:

Company:

Sign:

Client Acceptance Form

Date:

Project Name: Quay Waterfront

Client Name:

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Sign:

