

Workplace Assessment 12 – 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 12** 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 Amendments and Conditions to the Tender/Contract.

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

- Practical knowledge of amendments and conditions to the tender or contract
- Practical skills relevant to preparing amendments and conditions to the tender or contract

Instructions to the Assessor

During the assessment

- Review the candidate’s Amendments and Conditions to the Tender/Contract 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

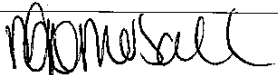
Workplace/organisation	
Building and construction project	
Building classification	

Resources required for the assessment	☐ Building and construction project ○ Residential project, <u>AND</u> ○ Commerical project ☐ Opportunities to prepare any amendments and conditions to the tender or contract ☐ Template for drafting Amendments and Conditions to the Tender/Contract
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Assessor's Checklist

The candidate's Amendments and Conditions to the Tender/Contract submission:	YES/NO	Assessor's comments
1. Contains a paragraph introducing the name of the candidate's organisation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. Contains a paragraph stating the name of the client's organisation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
3. States the conditions for:		
i. indemnification ✓	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. dispute resolution ✓	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. termination ✓	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iv. inspection ✓	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
v. liquidated damages	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	N/A
vi. force majeure ✓	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
4. States the proposed amendments		
i. Additions to clauses are underlined	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. Deletions are crossed out (i.e. strikethrough)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. Specifies that a new clause is provided as a replacement of the original clause (for clauses needing replacement)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iv. Explicitly describes the changes incorporated in the tender/contract	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
5. Contains fields for sign-off from the candidate's organisation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

6. Contains fields for sign-off from client organisation	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
7. Contains field for sign-off from legal officer	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Amendments and Conditions to the Tender/Contract 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 Comer/sall
Date signed	10/2/23

End of Workplace Assessment - Assessor's Checklist