

Workplace Assessment 13 – 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 13**.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 13.

Task Overview

For this task, the candidate is required to prepare the completed tender submission by attaching the necessary documents to your Tender Submission Draft in Task 8.

Necessary documents to be attached include the following:

- The relevant tender documents for tender submission you completed in Task 10
- Project plans (including construction drawings), specifications and project tender documentation, you used as basis in drafting the Tender Preparation Document in Task 4
- Bill of Quantities in Task 7.1
- Client Acceptance Forms you prepared in Task 11
- Amendments and Conditions to the Tender/Contract you prepared in Task 12

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

- Practical knowledge of vital information, drawings, construction plans, specifications, project tender documentation, and other supporting evidence
- Practical skills relevant to attaching vital information, drawings, construction plans, specifications, project tender documentation, and other supporting evidence

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	
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Assessor Details

Candidate 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 attach necessary documents to the tender submission ☐ Necessary documents: ☐ Tender submission draft in Task 8 ☐ Relevant tender documentation in Task 10 ☐ Project plans (including construction drawings), specifications and project tender documentation in Task 2 ☐ Bill of Quantities in Task 7.1 ☐ Client Acceptance Forms in Task 11 ☐ Amendments and Conditions to the Tender/Contract you prepared in Task 12
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Assessor's Checklist

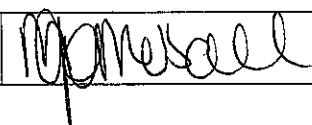
During the attaching of necessary documents to the tender submission	YES/NO	Assessor's comments
1. The candidate prepares the Tender Submission Draft in Task 8.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. The candidate attaches/links the necessary documents to the Tender Submission draft, including:		
i. The completed tender documentation in Task 10	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. The project plans used as basis in drafting the Tender Preparation Document in Task 4	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. The project specifications used as basis in drafting the Tender Preparation Document in Task 4	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iv. The project tender documents used as basis in drafting the Tender Preparation Document in Task 4	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
v. Bill of Quantities in Task 7.1	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
vi. Client acceptance forms prepared in Task 11	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
vii. Amendments and Conditions to the Tender/Contract prepared in Task 12	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, attach the necessary documents to the tender submission.

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	Michelle Camersell
Date signed	10/2/23

End of Workplace Assessment – Assessor's Checklist