

Workplace Assessment 16 – 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 16**.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 16.

Task Overview

For this task, the candidate, is required to submit the following to the appropriate personnel (e.g. Tender Administrator) of the client organisation through email:

- Copy of the completed tender documentation you evaluated in Task 14
- Completed client contract in Task 15

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

- Practical knowledge of tender documentation to be submitted to the appropriate personnel for endorsement
- Practical skills relevant to providing the tender documentation to the appropriate personnel for endorsement

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

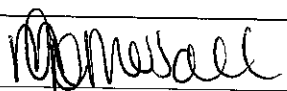
Workplace/organisation	
Building and construction project	
Building classification	

Policies and procedures relevant to submitting tender documentation to the client organisation's tendering personnel (e.g. Tendering Administrator)	
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Resources required for the assessment	☐ Building and construction project ○ Residential project, <u>AND</u> ○ Commerical project ☐ Client organisation's tendering personnel (e.g. tendering administrator) ☐ Opportunities to submit tender documentation to appropriate personnel for endorsement ☐ Policies and procedures relevant to submitting tender documentation to the client organisation's tendering personnel (e.g. Tendering Administrator)
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Assessor's Checklist

During the submission of tender documentation to relevant personnel for endorsement	YES/NO	Assessor's comments
1. The candidate uses email to send the final tender documentation.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. The candidate follows business email format	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
3. The candidate sends the final tender documentation as an attachment, including:		
i. The tender documentation evaluated in Task 14	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
ii. The completed client contract in Task 15	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
4. The candidate records or saves the tender administrator's email response/acknowledgement of receipt of documents received.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, submit tender documentation to the appropriate personnel of the client organisation through email.	
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 Comersall
Date signed	10/2/23

End of Workplace Assessment – Assessor's Checklist

From: Anya English

Sent: Tuesday, 24 January 2023 10:48 AM

To: Mirvac Constructions

Subject: Tender Documentation

Good morning,

Please find attached Tender Documentation for the project, Quay Waterfront.

We thank you for the opportunity to tender for this project, and we look forward to hearing from you.
If there is anything else you may need in this process, please do not hesitate to contact me either via email or phone, otherwise, have a wonderful day.

Regards,

Anya English

Marketing Assistant

T: 1300 550 149

M: 0478 944 719

E: anya@cozentscaffolding.com.au



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COZENTScaffolding & ACCESSORY SYSTEMS
Building's Scaffolding Specialist
cozentscaffolding.com.au



Tender Documentation



Anya English
To: 'Anya English'

Tue 24/01/2023 10:49 AM

Reply

Reply All

Forward



Tender Submission Residential 1.docx
912 KB



Client Contract Residential.docx
1 MB

From: Anya English

Sent: Tuesday, 24 January 2023 10:48 AM

To: Anya English <anya0217@hotmail.com>

Subject: Tender Documentation

Good morning,

Please find attached Tender Documentation for the project, 67 Bayley Terrace.

We thank you for the opportunity to tender for this project, and we look forward to hearing from you.
If there is anything else you may need in this process, please do not hesitate to contact me either via email or phone, otherwise, have a wonderful day.

Regards,

Anya English

Admin Assistant

T: 1300 550 149

M: 0478 944 719

E: anya@coagentscaffolding.com.au

COAGENT



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