

Workplace Assessment 2 – 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 2**.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 2.

Task Overview

For this task, the candidate is required to meet with relevant personnel from the client organisation through video conferencing.

In this meeting, they must review the relevant construction project documents they obtained in Task 1 and:

- Check the currency of these project documents
- Confirm if there are still any amendments that need to be made in these documents.

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

- Practical knowledge of relevant plans, specifications, and project tender documentation
- Practical skills relevant to reviewing relevant plans, specifications, and project tender documentation

Instructions to the Assessor

During the assessment

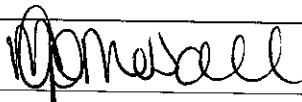
- For each practical skill listed in this Assessor’s Checklist:
 - Tick YES if you confirm you have assessed the candidate demonstrate/perform the practical skill.
 - Tick NO if you have not assessed the candidate demonstrate/perform the practical skill.
- If you ticked YES, provide the date when you 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.

Assessor's Checklist

During the checking of the currency of relevant construction project documents and amendments	YES/NO	Assessor's comments
1. The candidate contacts the relevant personnel to check the currency of the relevant construction project documents and any amendments via email.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. The candidate checks the currency of plans.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
3. The candidate checks the currency of specifications.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
4. The candidate checks the currency of project tender documentation.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, check the currency of and any amendments in the relevant construction project documents. 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	9/2/23

End of Workplace Assessment – Assessor's Checklist

Hi Kaile,

After discussing on the video conference earlier today, we have come to the conclusion that:

- The Scaffold plans Revision A and B are the most current plans
- Scope of Works revision D are the most current
- Scaffold Planter screens mark up revision S are the most current
- Scaffold schedule revision 4 are the most current
- The National Subcontract – Schedule one, revision 5 is the most current, however Mirvac National Subcontract revision 7 is the most current
- Construction & Environmental Management Plan Revision B is the most current

And after further discussion, we can confirm that there will be no more amendments to any of the above documents, as they have all been approved and confirmed.

Thank you for your time on the phone, and look forward to speaking with you in the near future.

Regards,

Anya English

Admin Assistant

T: 1300 550 149
M: 0478 944 719
E: anya@cogentscaffolding.com.au

COGENT



HD 90212014 & AGENTS 4011-5006
Banyo Qld 4014
Banyo Qld 4014

Unit 6, 368 Earnshaw Rd, Banyo Qld 4014
PO Box 50, Banyo Qld 4014
cogentscaffolding.com.au



Hi there,

Thank you for your time on video conference earlier, it was lovely to meet the team (Andrew and Anthea)

As discussed, the following items are up to date and there will be no more amendments:

- Scope of works, Revision A 16/01/2023
- Plans Revision E 05/01/23
- Electrical Plans Revision F 10/01/23

Thank you again for your time, and I look forward to talking to you in the future

Regards,

Anya English

Admin Assistant

T: 1300 550 149

M: 0478 944 719

E: anya@coagentscaffolding.com.au



Unit 6, 368 Earnshaw Rd, Banyo Qld 4014
PO Box 50, Banyo Qld 4014
coagentscaffolding.com.au



1821 80672911 & 4071223 40812089
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Candidate Details

Candidate name	Anya English
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Assessor Details

Candidate assessed by	
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Context of the Assessment

Workplace/organisation	Cogent Scaffolding
Building and construction project	Quay waterfront + 67 Bayley tce
Building classification	class 2 + class 2
Policies and procedures relevant to reviewing and checking the currency of plans, specifications and project tender documentation and amendments	Work place health + safety

Resources required for the assessment	☐ Building and construction project ☐ Residential project, <u>AND</u> ☐ Commerical project ☐ Communication tools and devices ☐ Computer with internet ☐ Video conferencing application ☐ Relevant construction project document to be reviewed and checked ☐ Relevant personnel with whom the candidate will be checking the currency of relevant construction project documents and any amendments ☐ Opportunities to review and check the currency of relevant construction project documents and amendments ☐ Policies and procedures relevant to reviewing and checking the currency of plans, specifications and project tender documentation and amendments ☐ Email confirming the currency of all project documents
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