

Workplace Assessment 6 – 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 6** 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 6.

Task Overview

For this task, the candidate is required to access and evaluate project contracts and tender documents and identify and document risks.

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

- Practical knowledge of risks associated with contracts and tender documents
- Practical skills relevant to identifying and recording risks during the evaluation of contracts and tender documents

Instructions to the Assessor

During the assessment

- Review the candidate’s risk documentation submission.
- Review the candidate’s submissions against the contracts and tender documents they used as reference to complete this task. The candidate’s submission must be consistent with these contracts and tender documents.
- 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	Anya English
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Assessor Details

Candidate is 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 1 + Class 2

Resources required for the assessment	☐ Building and construction project ☐ Residential project, <u>AND</u> ☐ Commerical project ☐ Contracts used as reference in identifying and recording risks ☐ Tender documents used as reference in identifying and recording risks ☐ Opportunities to identify and document risks related to project contracts and tender documents ☐ Template for documenting risks
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Assessor's Checklist

Risks identified during evaluation of contracts

Contract documents reviewed	The assessor to specify the contract documents the candidate reviewed.
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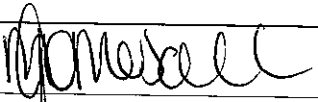
The candidate's record of risks submission:	YES/NO	Assessor's comments
1. States the risks associated with project contracts	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
i. The assessor confirms risks documented in this submission are consistent with the information in the contracts the candidate reviewed.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. Provides the corresponding description of each risk identified	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
3. Indicates the causes of such risks identified	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
4. Indicates the probability each risk identified will happen (e.g. likely, moderate, unlikely)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
5. Indicates the effect/impact of each risk on the project	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
6. Indicates the severity of the effect/impact (e.g. minor, moderate, catastrophic, etc.)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Risks identified during evaluation of project tender documents

Tender documents reviewed	The assessor to specify tender documents the candidate reviewed.
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The candidate's record of risks submission:	YES/NO	Assessor's comments
1. States the risks associated with tender documents	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
i. The assessor confirms risks documented in this submission are consistent with the information in the tender documents the candidate reviewed.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
2. Provides the corresponding description of each risk identified	Residential ☒ YES ☐ NO Commercial	

	☒ YES ☐ NO Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
3. Indicates the causes of such risks identified	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
4. Indicates the probability each risk identified will happen (e.g. likely, moderate, unlikely)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
5. Indicates the effect/impact of each risk on the project	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO
6. Indicates the severity of the effect/impact (e.g. minor, moderate, catastrophic, etc.)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's record of risks 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 Comerrell
Date signed	9/2/23

End of Workplace Assessment - Assessor's Checklist

Quay waterfront + Bayley Ice Project.

Task	Risk Identified	Controls	Probability	Effect/Impact	Severity of Impact
Signing Contract	Contractor might breach the contract causing a delay in works	➤ Good communication Deal with breach as soon as physically possible	Likely	Project delays, hours lost, labour cost increases	Moderate
	Cogent breaches contract causing a argument	➤ Read contract thoroughly before signing and any works begin ➤ Communicate with employees the major points in contract ➤ Communicate with contractor if have any queries about the contract Communicate with contractor if not happy with contract before signing	Unlikely	Project delays, hours lost, labour cost increases	Moderate
Monthly Payments	Payment Disputes	➤ Progress claims are always sent on time ➤ Communication between site and office are clear ➤ Monthly site visits by contracts admin Communication between site supervisor	Likely	Project delays, hours lost, lost relationships with client	Moderate
Project	Site delays	➤ All delays are recorded into Procore to see if there is a pattern and to avoid pattern ➤ All safety training and SWMS up to date to avoid injuries and incidents Communication	Likely	Project delays, disputes	Minor
	Weather delays	➤ Check weather in advance before scheduling to ensure that not too many casuals are rostered and are later called in if needed ➤ Record delays in Procore to see any pattern in weather	Certain	Project delays, hours lost	Minor
Costing	Underestimating Costing	➤ Have multiple check over costing before submitting ➤ Ensure there is a levy to cover any underestimating ➤ Variations are priced for accordingly	Unlikely	Not being able to afford labour	Catastrophic
	Overestimating	➤ Procedures are followed when pricing to ensure that it is accurate	Unlikely	Disputes later in the project, project delays	Moderate
Employees	Understaffed	➤ That a percentage of employees are full	Likely	Project delays, not being able to	Moderate

		timers to ensure that we always have enough work		complete project at promised time	
	Non-performance of key players	➤ Ensure we follow procedures when hiring new people to ensure they are qualified enough ➤ Always receive feedback from the people on site ➤ Confront employees when they are not doing the correct things as soon as it happens	Likely	Project delays	Moderate