

Workplace Assessment 8 – 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 8** 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 8.

Task Overview

For this task, the candidate is required to prepare the Tender Submission Draft. They must use a word processing program (e.g. MS Word, WPS Office Writer, Google Docs, etc.) in preparing the Tender Submission Draft.

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

- Practical knowledge of information relevant to tender preparation
- Practical knowledge of selected contracts and organisational processes and procedures
- Practical skills relevant to collating information for tender preparation
- Practical skills relevant to preparing tender documentation to correspond with selected contracts and organisational processes and procedures

Instructions to the Assessor

During the assessment

- Review the candidate’s Tender Submission Draft submission.
- Review the candidate’s submission against:
 - The Tender Preparation Document (Task 4)
 - Record of Risks (Task 6)
 - Relevant plans, specifications, and tender preparation 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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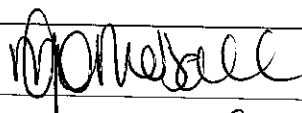
Context of the Assessment

Workplace/organisation	Cogent Scaffolding
Building and construction project	Avay waterfront 67 Bayley Tce.
Building classification	class 1 class 2.
Organisational processes and procedures relevant to preparing tender documentation	Workplace health + safety.
Resources required for the assessment	☐ Building and construction project ☐ Residential project, <u>AND</u> ☐ Commerical project ☐ Opportunities to prepare Tender Submission Draft ☐ Organisational processes and procedures relevant to preparing tender documentation ☐ Procurement process and procedures ☐ Billing process and procedures ☐ Relevant documents to be used as reference ☐ Tender Preparation Document ☐ Record of risks ☐ Construction plans ☐ Construction specifications ☐ Project Tender Documentation ☐ Word processing program: ☐ Template for Tender Submission Draft

Assessor's Checklist

The candidate's Tender Submission Draft submission:	YES/NO	Assessor's comments
✓ 1. Is created using a word processing program (e.g. MS Word, Google Docs, etc) Assessor to specify program used:	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 2. Is consistent with the information relevant to construction project plans from the Tender Preparation Document in Task 4.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 3. Is consistent with the information relevant to construction project specifications from the Tender Preparation Document in Task 4.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 4. Is consistent with the information relevant to construction project tender documentation from the Tender Preparation Document in Task 4.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 5. States the appropriate contract selected for the building project, including:		
✓ i. The contract based on the type of building (e.g. residential or commercial)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ ii. The contract based on the contract price (e.g. cost plus, lump sum)	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 6. Reflects the information from the record of risks created in Task 6.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ 7. Describes the relevant organisational processes relevant to tender preparation Including:	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ i. E.g. Procurement process	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	N/A
✓ i. E.g. Billing process	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
✓ ii. E.g. Communication process	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

The candidate's Tender Submission Draft submission:	YES/NO	Assessor's comments
8. Indicates the corresponding organisational procedures for each organisational process Including:	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
i. Procedures under the procurement process.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
iii. Procedures under the billing process	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	N/A
9. Integrates quantitative descriptions to create an overview encompassing several lower-level details.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	
10. Integrates qualitative descriptions to create an overview encompassing several lower-level details.	Residential ☒ YES ☐ NO Commercial ☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Tender Submission Draft 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 Comersale
Date signed	9/2/23

End of Workplace Assessment - Assessor's Checklist