

Workplace Assessment 13 – 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 Task 13** 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 Task 13.

Task Overview

For this task, the candidate is required to verify practical completion of the project as defined in the contract through a site inspection.

All documents prepared must be compiled in folder for submission to the assessor.

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

- Practical knowledge on the process for Practical Completion of contract.
- Practical skills in applying the process Practical Completion of contract.

Instructions to the Assessor

During the assessment

- Review the candidate’s Practical Completion Checklist submission.
- 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 meets the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will be helpful in addressing 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	Michael Tatt
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT
The contract's definition for Practical Completion	SD AU defects completed and are habitable

Assessor's Checklist

The candidate's Practical Completion Checklist:	YES/NO	Assessor's comments
1. Shows each item has been ticked YES/NO or N/A to confirm whether contract definition of Practical Completion has been met.	☒ YES ☐ NO ☐ N/A	
2. Includes comments for items where the candidate ticked NO.		
i. Comments include recommendations from candidate to address conditions not met.	☒ YES ☐ NO ☐ N/A	
3. Shows candidate correctly check each item against the conditions reviewed.	☒ YES ☐ NO ☐ N/A	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Practical Completion Checklist 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	DYLAN CUNNINGHAM
Date signed	24.01.24

End of Workplace Assessment - Assessor's Checklist

