

Workplace Assessment 12 – 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 12** 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 12.

Task Overview

For this task, the candidate is required to review the conditions for issuing a final certificate in the contract and verify if actual construction conditions presented by the contractor satisfy these conditions in the contract.

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

In this task, the candidate will be assessed in:

- Practical knowledge on issuance of final certificates.
- Practical skills in assessing conditions for issuance of final certificate.

Instructions to the Assessor

During the assessment

- Review the candidate’s 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	Anya English
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Assessor Details

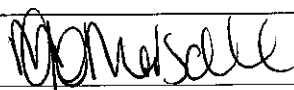
Candidate is assessed by	
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Context of the Assessment

Workplace/organisation	Cogent Scaffolding
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	
The contract's conditions for issuing a final certificate	

Assessor's Checklist

The candidate's Final Certificate Checklist:	YES/NO	Assessor's comments
1. Shows each item has been ticked YES or NO to confirm whether contract conditions for issuing a final certificate have been met. Including:		
i. All patent defects have been remedied	☒ YES ☐ NO	
ii. Adjustments to contract sum have been agreed	☒ YES ☐ NO	
iii. All settled claims	☒ YES ☐ NO	
iv. Defects liability period has expired	☒ YES ☐ NO	
v. Notice of final completion submitted	☒ YES ☐ NO	
vi. All works to be performed under contract agreement has been complete:	☒ YES ☐ NO	
2. Includes comments for items where the candidate ticked NO.		
i. Comments include recommendations from candidate to address conditions not met.	☒ YES ☐ NO	
3. Shows candidate correctly check each item against the conditions reviewed.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Final Certificate 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	Michelle Comerwell
Date signed	9/3/23

End of Workplace Assessment - Assessor's Checklist

Final Certificate Checklist

Instructions to the Assessor

The candidate will review the conditions for issuing a final certificate in the contract and compare actual construction conditions presented by the contractor to verify if the conditions for issuing a final certificate in the contract are met.

The candidate will use this *Final Certificate Checklist* template to document their review.

Before the candidate commences with their review:

1. Review and discuss the contents of this checklist with the candidate.
2. Address any questions or clarifications they may have about the task or this checklist.

After the candidate completes their review:

1. They will submit to you their completed this *Final Certificate Checklist*.
2. Review the candidate's responses in their submission against the construction conditions construction conditions presented by the contractor.
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor would review this against the construction conditions presented by the contractor, and they will confirm if the item is really addressed in the actual conditions.

4. Record your assessment of the candidate's review under the *Assessor's Marking Checklist* column.

For each checklist, item:

- Tick YES if the candidate's finding is the same as yours in your assessment.
- Tick NO if the candidate's finding is different from yours in your assessment.

Provide written constructive comments as these will give the candidate guidance on how to improve their performance in this workplace assessment task.

5. Complete and sign the *Assessor's Declaration* section. Your signature must be handwritten.

Instructions to the Candidate

Use this *Final Certificate Checklist* template to document your assessment of conditions for issuing a final certificate.

Ensure you have completed all fields in this checklist before submitting it to your assessor.

FINAL CERTIFICATE CHECKLIST

Candidate name	Anya English
Workplace/organisation	Cogent Scaffolding
Date of review	3 rd March 2023

Details of the Building and Construction Project

Name of building and construction project	Quay Waterfront
Overview of this project	
Project site address	47 Skyring Terrace Newstead
State/territory	Queensland

Conditions for issuing final certificate reviewed	
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Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
1. All patent defects have been remedied.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
2. Adjustments to the contract sum have been agreed	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
3. All claims have been settled.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:

Checklist items:	YES/NO	Comments	Assessor's Marking Checklist
4. Defects liability period has expired	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
5. Notice of Final Completion has been sent by the contractor	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:
6. All Work to be performed under the agreement has been completed.	☒ YES ☐ NO ☐ N/A		Did the candidate correctly check this item against the actual conditions? ☐ YES ☐ NO Comments:

Assessor Declaration By signing here, I confirm that I have reviewed and assessed the candidate's responses in this checklist against the conditions for issuing a Final Certificate they reviewed for this task. I confirm that the responses I provided under the <i>Assessor's Marking Checklist</i> are true and accurately reflect the candidate's performance in this workplace task.	
Assessor's signature	
Assessor's name	
Date signed	

END OF FINAL CERTIFICATE CHECKLIST