

Workplace Assessment 1 – 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 1**.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 1.

Task Overview

For this task, the candidate is required to seek email confirmation with relevant construction personnel, confirm the currency of plans, specifications and amendments. The construction personnel to be consulted with must have suitable experience (e.g. supervisor).

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

- Practical knowledge of building and construction plans
- Practical skills relevant to confirming the currency of plans, specifications and amendments with relevant construction personnel

Instructions to the Assessor

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form.

Candidate Details

Candidate name	Jessica Jones
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Assessor Details

Candidate is assessed by	Jake Grey
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Context of the Assessment

Workplace/organisation	Advanced Buildings
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Resources required for the assessment	☐ Building and construction project ☐ People resources (i.e. relevant construction personnel) ☐ Opportunities to discuss with relevant construction personnel to confirm the currency of plans, specifications and amendments ☐ Construction plans ☐ Construction specifications
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Assessor's Checklist

During the confirming of the currency of plans:	YES/NO	Assessor's comments
1. The candidate verifies the currency of the plans and amendments.		
i. The candidate identifies the publication date of the plans.	☒ YES ☐ NO	
ii. The candidate asks if the plans in use are the current ones, based on the publication date specified on the plans.	☒ YES ☐ NO	
iii. The candidate identifies the date of the amendments specified on the plans.	☒ YES ☐ NO	
iv. The candidate asks if the specified amendments are the most recent ones.	☒ YES ☐ NO	
v. The candidate asks if all amendments specified are incorporated into the plan.	☒ YES ☐ NO	

During the confirming of the currency of specifications:	YES/NO	Assessor's comments
1. The candidate verifies the currency of the specifications and amendments.		
i. The candidate identifies the publication date of the specifications.	☒ YES ☐ NO	
ii. The candidate asks if the specifications in use are the current ones, based on the publication date specified on the specifications.	☒ YES ☐ NO	
iii. The candidate identifies the date of the amendments specified on the plans.	☒ YES ☐ NO	
iv. The candidate asks if the specified amendments are the most recent ones.	☒ YES ☐ NO	
v. The candidate asks if all amendments specified are incorporated into the specifications.	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have thoroughly reviewed the candidate's email for this workplace assessment task.

I confirm that the information recorded on this *Assessor's Checklist* is true and accurately reflects the candidate's performance during their completion of the workplace task.

Assessor's signature	
Assessor's name	Jake Grey
Date signed	16 December 2022

End of Workplace Assessment – Assessor's Checklist

Workplace Assessment 2 – 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 2** 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 2.

Task Overview

For this task, the candidate is required to verify whether details on the construction plans comply with the specifications by completing the Construction Plan Details Verification Checklist they obtained from the assessor.

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

- Practical knowledge of building and construction plans and specifications
- Practical skills relevant to confirming the compliance of the details specified in construction plans with the construction specifications

Instructions to the Assessor

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form.

Candidate Details

Candidate name	Jessica Jones
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Assessor Details

Candidate is assessed by	Jake Grey
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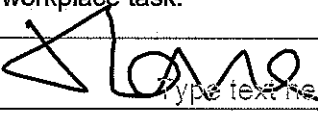
Context of the Assessment

Workplace/organisation	Advanced Buildings
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Resources required for the assessment	☐ Building and construction project ☐ Construction plans ☐ Construction specifications ☐ Construction Plan Details Verification Checklist
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Assessor's Checklist

The candidate's submission:	YES/NO	Assessor's comments
1. Lists three (3) examples of project specifications relevant to the construction plans for the building and construction project the candidate is undertaking.		
i. Example 1	☒ YES ☐ NO	
ii. Example 2	☒ YES ☐ NO	
iii. Example 3	☒ YES ☐ NO	
2. Specifies whether details in the construction plans comply with the specifications indicated.		
i. Example 1	☒ YES ☐ NO	
ii. Example 2	☒ YES ☐ NO	
iii. Example 3	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Construction Plan Details Verification Checklist submission for this workplace assessment task. I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	 Type text here
Assessor's name	Jake Grey
Date signed	16 December 2022

End of Workplace Assessment - Assessor's Checklist

Workplace Assessment 3 – 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 3** 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 3.

Task Overview

For this task, the candidate is required to record the sizes, thickness, and quantity of the materials from the detail drawings used on the building and construction project by completing the Material Quantity Takeoff Form they obtained from the assessor.

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

- Practical knowledge of the sizes, thickness and quantity of construction items.
- Practical skills relevant to examining detail drawings to determine sizes and thickness
- Practical skills relevant to interpreting two-dimensional and three-dimensional drawings and applying to estimation

Instructions to the Assessor

After the assessment

- Complete all parts of the *Assessor’s Checklist*, including the *Assessor Declaration* on the last page of this form.

Candidate Details

Candidate name	Jessica Jones
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Assessor Details

Candidate is assessed by	Jake Grey
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Context of the Assessment

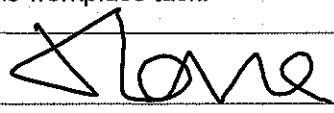
Workplace/organisation	Advanced Buildings
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Resources required for the assessment

- ☐ Building and construction project
- ☐ Opportunities to examine detail drawings to determine sizes, thickness and quantity of materials
- ☐ Detail drawings
- ☐ Material Quantity Takeoff Form

Assessor's Checklist

The candidate's Material Quantity Takeoff Form submission:	YES/NO	Assessor's comments
1. Specifies the height of the corresponding items		
i. Item 1	☒ YES ☐ NO	
ii. Item 2	☒ YES ☐ NO	
iii. Item 3	☒ YES ☐ NO	
2. Specifies the width of the corresponding items		
i. Item 1	☒ YES ☐ NO	
ii. Item 2	☒ YES ☐ NO	
iii. Item 3	☒ YES ☐ NO	
3. Specifies the thickness of the corresponding items		
i. Item 1	☒ YES ☐ NO	
ii. Item 2	☒ YES ☐ NO	
iii. Item 3	☒ YES ☐ NO	
4. Specifies the quantity of the corresponding items		
i. Item 1	☒ YES ☐ NO	
ii. Item 2	☒ YES ☐ NO	
iii. Item 3	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's Material Quantity Takeoff Form 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	Jake Grey
Date signed	16 December 2022

End of Workplace Assessment - Assessor's Checklist

Workplace Assessment 4 – 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 4.

This form is to be completed by the candidate’s assessor to document the candidate’s performance in Workplace Assessment 4.

Task Overview

For this task, the candidate is to, in the role of a supervisor, email the details of your estimates from Workplace Assessment Task 3 to subordinate construction personnel to order materials.

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

- Practical knowledge of two-dimensional and three-dimensional drawings
- Practical skills relevant to interpreting two-dimensional and three-dimensional drawings and applying to planning

Instructions to the Assessor

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	Jessica Jones
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Assessor Details

Candidate is assessed by	Jake Grey
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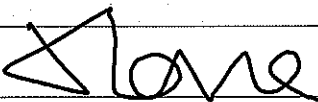
Context of the Assessment

Workplace/organisation	Advanced Buildings
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Resources required for the assessment	☐ Building and construction project ☐ Opportunities to discuss details during the planning phase of the construction project
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Assessor Checklist

During the planning phase of the construction project:	YES/NO	Assessor's comments
1. The candidate emails subordinate construction personnel to discuss the details of the Material Quantity Takeoff Form.	☒ YES ☐ NO	
i. The candidate emails about all items in the form.	☒ YES ☐ NO	
ii. The candidate emails the corresponding sizes of the items.	☒ YES ☐ NO	
iii. The candidate emails the corresponding thickness of the items.	☒ YES ☐ NO	
iv. The candidate emails discusses the corresponding quantities of the items.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's email for this workplace assessment task.	
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	Jake Grey
Date signed	Advanced Buildings

End of Workplace Assessment – Assessor's Checklist