

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 Task 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 Task 6.

Task Overview

For this task, the candidate is required to prepare the final contract, with the necessary amendments based on the outcomes of the meeting in Task 5, in accordance with their organisation's legal process.

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

- Practical knowledge of organisation's legal process in relation to preparing final contracts.
- Practical skills in preparing final contract in accordance with the organisation's legal process.

Instructions to the Assessor

During the assessment

- Review the candidate's submission.
- Review amendments from Task 5. Check whether the contract includes the amendments made in Task 5.
- 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 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

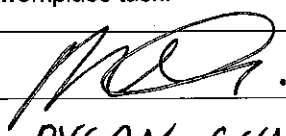
Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	Core4
Contract draft amendments as indicated in Task 5	Appendix Section 19
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT
The organisation's policies and procedures for compiling project contract documents	Record keeping and archiving

Assessor's Checklist

The candidate's contract submission:	YES/NO	Assessor's comments
1. Reflects the amendments made in Task 5.	☒ YES ☐ NO	
2. The candidate followed the organisational legal process for finalising contracts.		
i. The contract is signed and approved by relevant persons in the organisation	☒ YES ☐ NO	
ii. Contract copies are signed by all relevant contracting parties	☒ YES ☐ NO	
3. The documents compiled follow organisational format.	☒ YES ☐ NO	

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

End of Workplace Assessment - Assessor's Checklist

