

Workplace Assessment Task 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 Task 1**.

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

Task Overview

For this task, the candidate is required to meet with all the contracting parties to review and discuss contract matters.

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

- Practical knowledge of the factors and special conditions associated with the parties’ consent to a contract and the requirements associated with an offer and acceptance of a contract.
- Practical skills relevant to communicating with contracting parties.

Instructions to the Assessor

During the assessment

- For each practical skill listed in this Assessor’s Checklist:
 - Tick YES if you confirm you have assessed the candidate demonstrate/perform the practical skill.
 - Tick NO if you have not assessed the candidate demonstrate/perform the practical skill.
- If you ticked YES, provide the date when you assessed the candidate demonstrate the skill.
- 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	Michelle Gomersall
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Context of the Assessment

Workplace/organisation	Cogent Scaffolding
The organisation's policy and procedures relevant to meeting with contracting parties	NIA
State/territory where project is based/located in	Queensland
State/territory legislative requirements that apply to this project	- Building Act - National construction code - Building Regulations

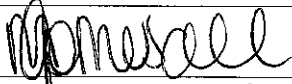
Assessor's Checklist

During the meeting	YES/NO	Assessor's comments
1. The candidate communicates clearly with the parties present.	☒ YES ☐ NO	
2. The candidate communicates directly with the parties present.	☒ YES ☐ NO	
3. The candidate confirms the capacity of the parties to form a binding agreement.	☒ YES ☐ NO	
4. The candidate discusses the factors and special conditions that affect the parties consent to the contract.	☒ YES ☐ NO	
5. The candidate discusses the requirements associated with the offer of the contract.		
i. The candidate confirms that the offer has serious intent	☒ YES ☐ NO	
ii. The candidate confirms that the offer has reasonable definite terms		
iii. The candidate confirms that the offer has clear terms	☒ YES ☐ NO	
6. The candidate discusses the requirements associated with an acceptance of a contract.	☒ YES ☐ NO	
i. The candidate confirms the offerees intention to enter into a contract	☒ YES ☐ NO	
ii. The candidate confirms the offerees acceptance of contract terms	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, meeting with all the contracting parties.

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	Michelle Comesall
Date signed	9/3/23

End of Workplace Assessment – Assessor's Checklist

From: Anya English

Sent: Tuesday, 21 February 2023 10:32 AM

TO: Craig

Subject: RE: 5 Millfield St - Contract Debrer

Hey Craig,

I have read through the contract and have a few queries.

1. Have you supplied the link of our internet blog to confirm with the owner that we have capacity to form a contract, otherwise I am happy to jump on a video conference on our behalf? I am quite worried that not having discussed in video conference that we might not have the owners consent to doing some of the work we have previously talked about, too add, I would like to confirm that the owner is consenting to agreeing to a contract, because it seems that the contract was sent via email and there has been no other discussion after the tendering process. It seems I have no contact with the owner, other than his personally assistant and hope to avoid some chance of fraud or undue influence.
 2. I would also like to hear from Bianca to ensure that this contract is legal against the QLD law, considering we are most known for NSW contracts and have entered into very few NSW contracts. If there are any major factors that make the QLD to NSW contract different I would like to be informed of these so we can come up with a solution. It would be great to hear from you ASAP Bianca.
 3. I do wish to reread the contract template to ensure our terms are clear and reasonable. I do believe we are not going to get taken advantage of, however I do wish to check the above items before moving forward with accepting the contract considering that this seems to a bit of a big step for us.
- Once these points have been discussed and checked over, I will formally right a letter and email to the owner with acceptance of entering into this contract. Happy to also talk to him over the phone, however would like written consent for any future disputes that may occur.

Thank you and look forward to hearing your responses.

Anya English

Admin Assistant

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