

Workplace Assessment 5 – Observation Form

(This form is for the assessor's use only)

Purpose

This *Observation Form* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment 5**.

This form is to be completed by the candidate's assessor to document their observations on the candidate's performance in Workplace Assessment 5.

Task Overview

For this task, the candidate is required to supervise the construction of the items specified in their Material Quantity Takeoff Form submission, while being observed by the assessor.

Activities they supervise may include but are not limited to:

- Installation of cabinetry and appliances (e.g. oven, refrigeration, dishwashing)
- Installation of walls (e.g. bricks, panels, framing)
- Installation of tiles (e.g. wall tiles, floor tiles)

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 interpreting two-dimensional and three-dimensional drawings and applying to supervisory tasks

Instructions to the Assessor

Before the assessment

- Provide the candidate with a copy of policies and procedures relevant to the supervising of construction works and discuss these policies and procedures with them.
- Provide the candidate with copies of the construction plans and detail drawings, for their reference.
- Organise workplace resources required for the candidate to complete this assessment.
- Contextualise the criteria in this form to ensure they reflect the actual project the candidate is undertaking as part of the assessment.
- Discuss this assessment task with the candidate, including the practical skills they need to demonstrate during this task and the criteria for satisfactorily demonstrating each skill.
- Review this form with the candidate and address any queries or concerns they may have about it.

Context of the Assessment

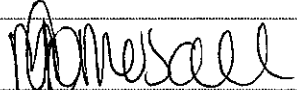
Workplace/organisation	<i>Cogent Scaffolding</i>
Resources required for the assessment	☒ Building and construction project ☒ Opportunities to supervise construction works ☒ Construction works/activities to supervise ☒ Installation of cabinetry and appliances (e.g. oven, refrigeration, dishwashing) ☒ Installation of walls (e.g. bricks, panels, framing) ☒ Installation of tiles (e.g. wall tiles, floor tiles) ☒ Others: Assessor to specify ☒ Policies and procedures relevant to the supervising of construction works ☒ Construction plans and detail drawings ☒ Material Quantity Takeoff Form ☒ Means to record any comments or issues found while supervising construction works (e.g. pen and paper)

Candidate Assessment Briefing

Date of assessment briefing	<i>4/11/2022</i>
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The assessor confirms:	YES/NO
1. They have discussed with the candidate the workplace task they are required to complete for this assessment.	☒ YES ☐ NO
2. The candidate understands they will be assessed while completing this workplace task, as well as any document(s) they will complete as part of this task.	☒ YES ☐ NO
3. They have discussed with the candidate instructions how they are to undertake the workplace task.	☒ YES ☐ NO
4. They have provided the candidate guidance on how they can satisfactorily complete the task.	☒ YES ☐ NO
5. They have discussed with the candidate the practical skills (listed below) they are required to demonstrate while completing this task.	☒ YES ☐ NO
6. They have addressed the candidate's questions or concerns about the workplace task and the assessment process.	☒ YES ☐ NO

During the supervising of the installation of doors:	YES/NO	Date observed	Assessor's comments
1. The candidate checks if the doors being installed are:		4/11/22	
i. The correct height	☒ YES ☐ NO	↓	
ii. The correct width	☒ YES ☐ NO		
iii. The correct thickness	☒ YES ☐ NO		
iv. The correct orientation	☒ YES ☐ NO		
v. The correct configuration	☒ YES ☐ NO		
2. The candidate records any issues encountered during the construction of doors, such as:			
i. Incorrect sizes	☒ YES ☐ NO		
ii. Incorrect orientation	☒ YES ☐ NO		
iii. Incorrect configuration	☒ YES ☐ NO		

Assessor Declaration	
By signing here, I confirm that I have observed the candidate, whose name appears above, supervise the construction of items specified in their Material Quantity Takeoff Form submission.	
I confirm that the information recorded on this <i>Observation Form</i> is true and accurately reflects the candidate's performance during their completion of the workplace task.	
Assessor's signature	
Assessor's name	Michelle Gomersell
Date signed	4/11/22.

End of Workplace Assessment – Observation Form

Material Quantity Takeoff Form

INSTRUCTIONS TO THE ASSESSOR:

The details listed below are not specific to any building and construction project. Before the actual assessment, access and review the detail drawings for the building and construction project the candidate is undertaking as part of this assessment. Update/adapt/revise the form below to ensure they reflect these drawings.

Completed by	Anya English
Date completed	04/11/2022

Items	Size		Thickness (mm)	Quantity (pcs)
	Height (mm)	Width (mm)		
Hinged Door and Gate				
HD-A: External Hinged Door	2040	920	40mm	8
HD-B: Internal Bathroom Hinged Door	2040	920	35mm	1
HG-01: Hinged Gate Type 01	2100	1125	75SHS	1
HG-02: Hinged Gate Type 02	2100	1125	75SHS	1