

Workplace Assessment Task 7 – 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 7**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task .7

Task Overview

For this task, the candidate is required to, process progress payments as due under contract (in two separate instances).

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

- Practical knowledge of progress payments
- Practical skills in processing progress payments

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	Michael Tott
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
The organisation's policy and procedures relevant to meeting with contracting parties	Meeting Request and Scheduling
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT

Assessor's Checklist

Progress Payment 1

Date of progress payment:		
Requirements	YES/NO	Assessor's comments
1. The candidate processes progress payment accurately.		
i. The candidate reviews the contract terms for progress payment	☒ YES ☐ NO	
ii. The candidate checks agreed date for progress payment	☒ YES ☐ NO	
iii. The candidate checks agreed amount for progress payment	☒ YES ☐ NO	

Progress Payment 2

Date of progress payment:		
During the meeting	YES/NO	Assessor's comments
1. The candidate processes progress payment accurately.		
i. The candidate reviews the contract terms for progress payment	☒ YES ☐ NO	
ii. The candidate checks agreed date for progress payment	☒ YES ☐ NO	
iii. The candidate checks agreed amount for progress payment	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have assessed the candidate, whose name appears above, process progress payments.

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	DYLAN CUNNINGHAM
Date signed	29-01-24

End of Workplace Assessment – Assessor's Checklist