

Workplace Assessment 15 – 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 15** 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 15.

Task Overview

For this task, the candidate is required to review contract terms for completion of work, as well as verify if terms have been met and issue the relevant certificates for completion of work.

In this task, the candidate will be assessed in:

- Practical knowledge of certificate issuance upon completion of work.
- Practical skills in issuing certificate upon completion of work.

Instructions to the Assessor

During the assessment

- Review the candidate’s submission.
- 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 meets 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 Tubb
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT
The contractor conditions for issuing certificate upon completion of work	Completion of works to specification
Certificates of completion of work applicable to this project.	Final Payment receipt

Assessor's Checklist

Instructions to the Assessor: Before the assessment, the criteria listed below must be contextualised further to

The candidate's submissions:	YES/NO	Assessor's comments
1. Did each certificate of completion record the following details?		
i. Date of commencement of work.	☐ YES ☐ NO	
ii. Final date of major works.	☐ YES ☐ NO	
iii. Relevant signatories.	☐ YES ☐ NO	
iv. Relevant contracting parties.	☐ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's submissions 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

