

Workplace Assessment Task 11.2 – 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 11.2**.

This form is to be completed by the candidate’s assessor to document their assessment on the candidate’s performance in Workplace Assessment Task 11.2.

Task Overview

For this task, the candidate is required to:

- Apply contractual dispute resolution processes to resolve disputes with the contract
- Record outcomes of the contractual dispute resolutions

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

- Practical knowledge of contractual dispute resolution processes and relevant contract legislation and regulations.
- Practical skills in resolving contractual disputes in accordance with contract and relevant legislation and regulations.

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 Tatt
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CONF4
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	QLD WHS ACT
Overview of dispute to be resolved by the candidate for this task.	For an issue/matter to be a dispute, the two parties must have conflicting interpretation of an agreement/provision in the project contract

Assessor's Checklist

Dispute documentation

During the dispute resolution documentation:	YES/NO	Assessor's comments
1. The candidate records the outcomes of dispute resolution in the prescribed format: The assessor to select which format the candidate follows for this task: ☐ The organisation's dispute resolution form. ☐ Electronic form as per the organisation's record-keeping protocols.	☒ YES ☐ NO	
2. The candidate records the required details of the dispute resolution:		
a. Parties involved in the dispute resolution.	☒ YES ☐ NO	
b. The issue in the dispute.	☒ YES ☐ NO	
c. How the dispute resolution process was facilitated	☒ YES ☐ NO	
d. Any follow-up actions to rectify the issue	☒ YES ☐ NO	
e. Timeframes for completing any follow-up actions required.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have assessed the candidate, whose name appears above, apply contractual dispute resolution. I confirm that the information recorded on this <i>Assessor's Checklist</i> 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	24.01.24

End of Workplace Assessment – Assessor's Checklist

