

Workplace Assessment 3 – 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 3** 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 3.

Task Overview

For this task, the candidate is required to prepare and compile the range of documents that collectively make up the contract for the project they are working on. The range of documents included must be for the contract type indicated in Task 2.

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

- Practical knowledge of the range of documents that collectively make up a project contract.
- Practical skills in preparing and compiling the range of documents that collectively make up a contract.

Instructions to the Assessor

During the assessment

- Review the candidate’s submission.
- Review response to Task 2. Check whether the compiled range of documents are consistent with the type of contract indicated in Task 2.
- 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 Tott
----------------	--------------

Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
--------------------------	------------------

Context of the Assessment

Workplace/organisation	CORE 4
Type of contract as indicated in Task 2	Commercial Contract-
State/territory where project is based/located in	QLD
State/territory legislative requirements that apply to this project	OLD WHS ACT
The organisation's policies and procedures for compiling project contract documents	Contract management Policy

Assessor's Checklist

The candidate's folder submission:	YES/NO	Assessor's comments
1. The documents compiled are relevant to the type of contract indicated in Task 2.	☒ YES ☐ NO	
2. The documents compiled include:		
i. equipment information	☒ YES ☐ NO	
ii. site accommodation information	☒ YES ☐ NO	
iii. services information	☒ YES ☐ NO	
iv. human resource projections	☒ YES ☐ NO	
v. materials lists	☒ YES ☐ NO	
vi. construction drawings	☒ YES ☐ NO	
vii. construction specifications	☒ YES ☐ NO	
viii. project timelines	☒ YES ☐ NO	
ix. schedules	☒ YES ☐ NO	
3. The documents compiled are consolidated in a folder.	☒ YES ☐ NO	
4. The documents compiled are current.	☒ YES ☐ NO	
5. The documents compiled follow organisational format.	☒ YES ☐ NO	

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

