

Workplace Assessment Task 1 – Assessor’s Checklist

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

Purpose

This *Assessor’s Checklist* outlines the specific criteria that the candidate’s submission for **Workplace Assessment Task 1** 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 1.

Task Overview

For this task, the candidate is required to access and review a set of construction plans and confirm whether the information recorded in these plans complies with relevant building and construction regulations, standards, and codes.

This task aims to assess the candidate’s:

- Practical knowledge of relevant building and construction regulations, standards, and codes.
- Practical knowledge of construction plans.
- Practical skills in reviewing construction plans for compliance with building and construction regulations, standards, and codes.

Instructions to the Assessor

When assessing the candidate’s submission

- Review the candidate’s Compliance Review Worksheet submission.
- Use the Compliance Review Worksheet (Assessor’s Copy) for additional reference.

Whilst the information the candidate will record in the worksheet will vary depending on the actual requirements that apply to their project, the assessor may refer to the Compliance Review Worksheet (Assessor’s Copy) as a guide when they assess the candidate’s submission.

IMPORTANT: Do not provide the candidate access to this Compliance Review Worksheet (Assessor’s Copy).

- 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 meet the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area(s) for improvement.

After assessing the candidate’s submission

- 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	Anya English
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Assessor/Observer Details

Candidate is assessed by	Jenna Sheridan
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Assessment Context

Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quey Waterfront, Scaffolding
Type of project	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class: Class 2
Overview of this project	25 story residential building
Project site address	87 Skyring Terrace, Newstead
State/territory	QLD
Resources required for assessment	☒ Building and construction project ☒ Set of construction plans to review ☒ Workplace supervisor to provide a third-party report. ☒ Information on the relevant: ☒ Building regulations ☒ Building standards ☒ Building codes (NCC requirements from the relevant NCC Volume)

ASSESSOR'S CHECKLIST

The candidate's Compliance Review Worksheet submission:	YES/NO	Assessor's comments
1. Shows all the preliminary fields have been completed.	☐ YES ☐ NO	
i. Candidate name	☒ YES ☐ NO	
ii. Work role/title	☒ YES ☐ NO	
iii. Organisation/workplace	☒ YES ☐ NO	
iv. Date	☒ YES ☐ NO	
v. Building and construction project	☒ YES ☐ NO	
vi. Project overview	☒ YES ☐ NO	
vii. Building classification	☒ YES ☐ NO	
viii. Project site address	☒ YES ☐ NO	
ix. State/territory where this project is being undertaken	☒ YES ☐ NO	
x. Construction plan documents reviewed	☒ YES ☐ NO	
2. Covers the building regulations that apply to the project.		
i. Lists the building regulations applicable to the project.	☒ YES ☐ NO	
ii. Records the candidate's confirmation whether the construction plans they reviewed comply with each building regulation listed.	☒ YES ☐ NO	
iii. Includes the candidate's explanation for each of their response.	☒ YES ☐ NO	
3. Covers the building standards that apply to the project.		
i. Lists the building standards applicable to the project.	☒ YES ☐ NO	
ii. Records the candidate's confirmation whether the construction plans they reviewed comply with each building standard listed.	☒ YES ☐ NO	

The candidate's Compliance Review Worksheet submission:		YES/NO	Assessor's comments
iii.	Includes the candidate's explanation for each of their response.	☒ YES ☐ NO	
4.	Covers the NCC requirements for fire-safety that apply to the project.		FRAMING
i.	Lists the NCC requirements for fire safety applicable to the project.	☒ YES ☐ NO	
ii.	Records the candidate's confirmation whether the construction plans they reviewed comply with each requirement listed.	☒ YES ☐ NO	
iii.	Includes the candidate's explanation for each of their response.	☒ YES ☐ NO	
5.	Covers the NCC requirements for health and amenity that apply to the project.		N/A
i.	Lists the NCC requirements for health and amenity applicable to the project.	☐ YES ☐ NO	
ii.	Records the candidate's confirmation whether the construction plans they reviewed comply with each requirement listed.	☐ YES ☐ NO	
iii.	Includes the candidate's explanation for each of their response.	☐ YES ☐ NO	
6.	Covers the NCC requirements for safe movement and access that apply to the project.		
i.	Lists the NCC requirements for safe movement and access applicable to the project.	☒ YES ☐ NO	
ii.	Records the candidate's confirmation whether the construction plans they reviewed comply with each requirement listed.	☒ YES ☐ NO	
iii.	Includes the candidate's explanation for each of their response.	☒ YES ☐ NO	
7.	Covers the NCC requirements for energy-efficiency that apply to the project.		STRUCTURAL PROVISIONS
i.	Lists the NCC requirements for energy efficiency applicable to the project.	☒ YES ☐ NO	

The candidate's Compliance Review Worksheet submission:	YES/NO	Assessor's comments
8. Covers the NCC requirements for energy efficiency that apply to the project.		
ii. Lists the NCC requirements for energy efficiency applicable to the project.	☒ YES ☐ NO	
iii. Records the candidate's confirmation whether the construction plans they reviewed comply with each requirement listed.	☒ YES ☐ NO	
iv. Includes the candidate's explanation for each of their response.	☒ YES ☐ NO	
9. Shows the Third-Party Report (TPR) Form has been completed by the candidate's workplace supervisor.		
i. The supervisor has ticked YES for all 12 checklist items in the Third-Party Report Form. Assessor to tick YES here only if supervisor ticked YES for all 12 items in the TPR.	☒ YES ☐ NO	
ii. The supervisor has completed the Supervisor Declaration section, including:		
a. Signature (must be handwritten)	☒ YES ☐ NO	
b. Name	☒ YES ☐ NO	
c. Contact details (required for verification)	☒ YES ☐ NO	
d. Date signed	☒ YES ☐ NO	

Assessor Declaration

By signing here, I confirm that I have thoroughly reviewed the candidate's Compliance Review Worksheet submission for this workplace assessment task.

I confirm that the information recorded on this *Assessor's Checklist* is true and accurately reflects the candidate's submission for this workplace task.

Assessor's signature	
Assessor's name	Jenna Sheridan
Date signed	02/12/2022

END OF ASSESSOR'S CHECKLIST