

# Workplace Assessment 13 – 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 13** 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 13.

## Task Overview

For this task, the candidate is required to verify practical completion of the project as defined in the contract through a site inspection.

All documents prepared must be compiled in folder for submission to the assessor.

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

- Practical knowledge on the process for Practical Completion of contract.
- Practical skills in applying the process Practical Completion of contract.

## Instructions to the Assessor

During the assessment

- Review the candidate's Practical Completion Checklist 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 | Anya English |
|----------------|--------------|

### Assessor Details

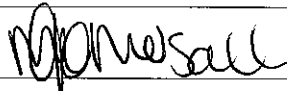
|                          |  |
|--------------------------|--|
| Candidate is assessed by |  |
|--------------------------|--|

### Context of the Assessment

|                                                                     |                    |
|---------------------------------------------------------------------|--------------------|
| Workplace/organisation                                              | Cogent Scaffolding |
| State/territory where project is based/located in                   | Queensland         |
| State/territory legislative requirements that apply to this project |                    |
| The contract's definition for Practical Completion                  |                    |

## Assessor's Checklist

| The candidate's Practical Completion Checklist:                                                                               | YES/NO                                                                                              | Assessor's comments |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------|
| 1. Shows each item has been ticked YES/NO or N/A to confirm whether contract definition of Practical Completion has been met. | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                     |
| 2. Includes comments for items where the candidate ticked NO.                                                                 |                                                                                                     |                     |
| i. Comments include recommendations from candidate to address conditions not met.                                             | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                     |
| 3. Shows candidate correctly check each item against the conditions reviewed.                                                 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                     |

| Assessor Declaration                                                                                                                                            |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| By signing here, I confirm that I have thoroughly reviewed the candidate's Practical Completion Checklist 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                                                                                                                                                 | Michelle Comersall                                                                  |
| Date signed                                                                                                                                                     | 9/3/23                                                                              |

End of Workplace Assessment - Assessor's Checklist

## Practical Completion Checklist

### Instructions to the Assessor

The candidate will conduct a site inspection to verify practical completion of the project as defined by the contract.

The candidate will use this *Practical Completion Checklist* template to document their review.

Before the candidate commences with their review:

1. Review and discuss the contents of this checklist with the candidate.
2. Address any questions or clarifications they may have about the task or this checklist.
3. Contextualise this checklist to match the required conditions for the project the candidate is undertaking. E.g., for projects with multiple trade contracts, final certificate may be issued for each contract.

**Commented [MC1]:** Delete and add N/A to YES/NO column

After the candidate completes their review:

1. They will submit to you their completed this *Practical Completion Checklist*.
2. Review the candidate's responses in their submission against the actual work completed (reviewed at the site inspection)
3. Confirm if the candidate has checked each item below correctly.

For example, if the candidate ticked YES for an item here, the assessor will review this against the actual work completed (reviewed at the site inspection), and they will confirm if the item is really addressed in the actual work completed.

4. Record your assessment of the candidate's review under the *Assessor's Marking Checklist* column.

For each checklist, item:

- Tick YES if the candidate's finding is the same as yours in your assessment.
- Tick NO if the candidate's finding is different from yours in your assessment.

Provide written constructive comments as these will give the candidate guidance on how to improve their performance in this workplace assessment task.

5. Complete and sign the *Assessor's Declaration* section. Your signature must be handwritten.

### Instructions to the Candidate

Use this *Practical Completion Checklist* template to document your review of policies and procedures in your organisation.

Ensure you have completed all fields in this checklist before submitting it to your assessor.

## PRACTICAL COMPLETION CHECKLIST

|                        |                            |
|------------------------|----------------------------|
| Candidate name         | Anya English               |
| Workplace/organisation | Cogent Scaffolding         |
| Date of review         | 3 <sup>rd</sup> March 2023 |

### Details of the Building and Construction Project

|                                           |                             |
|-------------------------------------------|-----------------------------|
| Name of building and construction project | Quay Waterfront             |
| Overview of this project                  |                             |
| Project site address                      | 47 Skyring Terrace Newstead |
| State/territory                           | Queensland                  |

|                                               |  |
|-----------------------------------------------|--|
| Conditions for verifying Practical Completion |  |
|-----------------------------------------------|--|

| Checklist items:                      | YES/NO                                                                                                 | Comments                                                                      | Assessor's Marking Checklist                                                                                                                        |
|---------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Site equipment has been removed    | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> N/A    | There is still one stair up left to me dismantled before practical completion | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>Comments: |
| 2. Utilities are available for use    | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                                                               | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>Comments: |
| 3. All site hazards have been removed | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |                                                                               | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>Comments: |

| Checklist items:                                                 | YES/NO                                                                                                 | Comments | Assessor's Marking Checklist                                                                                                                            |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Health and safety inspection has been conducted               | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |          | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Comments: |
| 5. All commissioning work has been completed                     | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |          | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Comments: |
| 6. All required test certificated has been submitted             | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |          | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Comments: |
| 7. Schedule for outstanding works has been arranged              | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |          | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Comments: |
| 8. Notice of Anticipated Practical Completion has been submitted | <input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO<br><input type="checkbox"/> N/A |          | Did the candidate correctly check this item against actual conditions?<br><br><input type="checkbox"/> YES <input type="checkbox"/> NO<br><br>Comments: |

**Assessor Declaration**

By signing here, I confirm that I have reviewed and assessed the candidate's responses in this checklist against the work completed during site inspection they reviewed for this task.

I confirm that the responses I provided under the *Assessor's Marking Checklist* are true and accurately reflect the candidate's performance in this workplace task.

|                      |  |
|----------------------|--|
| Assessor's signature |  |
| Assessor's name      |  |
| Date signed          |  |

END OF PRACTICAL COMPLETION CHECKLIST