

Workplace Assessment 4 – 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 4** 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 4.

Task Overview

For this task, the candidate is required to draft the contract for the building and construction project they are undertaking for this assessment.

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

- Practical knowledge relevant to drafting the contract, including all relevant details, definitions of unreasonable or vexatious notice, repudiation of a contract, conditions for completion at the cost of the contractor, ousting the contractor, and abandonment of a contract, etc.
- Practical skills in drafting the contract accurately.

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 Trott
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Assessor Details

Candidate is assessed by	DYLAN CUNNINGHAM
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Context of the Assessment

Workplace/organisation	CORE4
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	QLD WHS ACT
The organisation's policies and procedures for drafting the contract	Master Builders Template

Assessor's Checklist

Draft Contract

The candidate's draft contract:	YES/NO	Assessor's comments
1. Includes definitions of unreasonable or vexatious notice		
i. Definitions of unreasonable and/or vexatious notice are clear and definite	☒ YES ☐ NO	
ii. Definitions include specific terms and conditions of what constitutes as unreasonable and/or vexatious	☒ YES ☐ NO	
2. Includes repudiation of the contract by either party	☒ YES ☐ NO	
i. Repudiation is defined clearly	☒ YES ☐ NO	
ii. Includes specific terms and conditions for acceptance of repudiation of the contract	☒ YES ☐ NO	
iii. Includes clear and definite circumstances that constitute repudiation	☒ YES ☐ NO	
3. Includes conditions for completion at the cost of the contractor	☒ YES ☐ NO	
i. Includes clear definition of completion	☒ YES ☐ NO	
ii. Includes clear and definite conditions that constitute completion at the cost of the contractor	☒ YES ☐ NO	
4. Includes conditions for ousting the contractor from the building or construction site	☒ YES ☐ NO	
i. Includes clear definition of ousting	☒ YES ☐ NO	
ii. Includes specific terms and conditions for ousting the contractor from the building and construction site	☒ YES ☐ NO	
iii. Includes clear and definite circumstances that allow ousting of the contractor from the building and construction site	☒ YES ☐ NO	
5. Includes conditions for abandonment of contract		
i. Includes clear definition of abandonment	☒ YES ☐ NO	

The candidate's draft contract:	YES/NO	Assessor's comments
ii. Includes clear and definite conditions that constitute abandonment of contract	☒ YES ☐ NO	
iii. Includes liabilities for abandonment of contract	☒ YES ☐ NO	
6. Includes schedule of progress payments		
i. Schedule is clear and concise	☒ YES ☐ NO	
ii. Outlines process for progress payments	☒ YES ☐ NO	
iii. Outlines clear schedules of value	☒ YES ☐ NO	
iv. Outlines scope of work	☒ YES ☐ NO	
v. Includes requirements for payment application	☒ YES ☐ NO	
7. Includes process for Extension of Time (EOT)		
i. Includes clear definition for EOT	☒ YES ☐ NO	
ii. Includes clear and definite terms and conditions for EOT	☒ 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 Assessor's Checklist 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