

Workplace Assessment Task 2 – 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 2** 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 2.

Task Overview

For this task, the candidate is required to:

- From the set of construction plans they reviewed in Task 1, select one structural component and one non-structural component of the fabric of the building which they will produce drawings for
- Plan and prepare for the drawings that you will produce in Task 3.

This task aims to assess the candidate’s:

- Practical knowledge of structural and non-structural components of a building
- Practical knowledge of construction plans.
- Practical skills in preparing to make sketches and drawings.

Instructions to the Assessor

When assessing the candidate’s submission

- Review the candidate’s Planning Sheet submission.
- Use the Planning Sheet (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 Planning Sheet (Assessor’s Copy) as a guide when they assess the candidate’s submission.

IMPORTANT: Do not provide the candidate access to this Planning Sheet (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

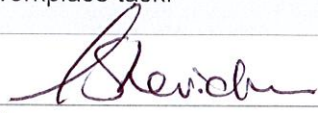
Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quay Waterfront, scaffolding
Type of project	☐ Class 1 – 10 buildings, max two storeys ☒ Class 2 – 9 building, Type C only constructions Specify class: Class 2
Overview of this project	25 story Residential Building
Project site address	57 Skyring Terrace, Newstead QLD
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. ☒ Details required to plan and prepare the drawings the candidate will produce in Task 3: ☐ Structural and non-structural components of the fabric of the building from construction plans reviewed ☒ Purpose of drawings ☒ Presentation and format of drawings ☒ The intended audience for the drawings ☒ Equipment, e.g. hand drawing equipment to be used to produce the drawings (the candidate will be inspecting this equipment in this task)

ASSESSOR'S CHECKLIST

The candidate's Planning Sheet 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. Shows the Structural Component section has been completed, including:		
i. The structural component which the candidate will produce drawing for. Assessor to specify the component:	☒ YES ☐ NO	
ii. Purpose	☒ YES ☐ NO	
iii. Presentation	☒ YES ☐ NO	
iv. Audience	☒ YES ☐ NO	
v. Information/details from construction plans required to produce the drawing	☒ YES ☐ NO	
a. Information/details selected are appropriate to the purpose.	☒ YES ☐ NO	
b. Information/details selected are appropriate to the presentation of the drawing.	☒ YES ☐ NO	

The candidate's Planning Sheet submission:		YES/NO	Assessor's comments
	c. Information/details selected are appropriate to the intended audience.	☒ YES ☐ NO	
vi.	Format of information	☒ YES ☐ NO	
vii.	Equipment to be used in producing the drawing, including:	☒ YES ☐ NO	
	a. Type of equipment	☒ YES ☐ NO	
	b. Confirmation that the candidate has inspected this equipment (i.e. candidate has ticked YES).	☒ YES ☐ NO	
	c. Confirmation that the equipment is serviceable (i.e. candidate has ticked YES).	☒ YES ☐ NO	
3. Shows the Non-structural Component section has been completed, including:			
i.	The non-structural component which the candidate will produce drawing for. Assessor to specify the component:	☒ YES ☐ NO	
ii.	Purpose	☒ YES ☐ NO	
iii.	Presentation	☒ YES ☐ NO	
iv.	Audience	☒ YES ☐ NO	
v.	Information/details from construction plans required to produce the drawing	☒ YES ☐ NO	
	a. Information/details selected are appropriate to the purpose.	☒ YES ☐ NO	
	b. Information/details selected are appropriate to the presentation of the drawing.	☒ YES ☐ NO	
	c. Information/details selected are appropriate to the intended audience.	☒ YES ☐ NO	
vi.	Format of information	☒ YES ☐ NO	
vii.	Equipment to be used in producing the drawing, including:	☒ YES ☐ NO	

The candidate's Planning Sheet submission:	YES/NO	Assessor's comments
a. Type of equipment	☒ YES ☐ NO	
b. Confirmation that the candidate has inspected this equipment (i.e. candidate has ticked YES).	☒ YES ☐ NO	
c. Confirmation that the equipment is serviceable (i.e. candidate has ticked YES).	☒ YES ☐ NO	
4. Shows the Third-Party Report (TPR) Form has been completed by the candidate's workplace supervisor.		
i. The supervisor has ticked YES for all 19 checklist items in the Third-Party Report Form. Assessor to tick YES here only if supervisor ticked YES for all 19 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 Planning Sheet 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	21/2/22

END OF ASSESSOR'S CHECKLIST