

Task 1 checklist

Assessor/third party to complete

Candidate name:

Candidate #:.....

After the candidate has completed Task 1, check the folder 978-1-925291-16-2 BSBITU101 exercise files/assessment files on the candidate's USB drive.

Confirm the following:

Step	Instruction	Yes	No
5	A folder called <i>company</i> is created in the <i>assessment files</i> folder.		
6	Two subfolders called <i>in progress</i> and <i>completed</i> are created within the <i>company</i> folder.		
7	A WordPad document containing the text: Proposal Mr Wadesmith and the date of the assessment is created.		
8	Document is saved in the <i>in progress</i> subfolder with the name Wadesmith 1, proposal <date> .		
11	A WordPad document containing the text: Quotation Mr Jones and the date of the assessment is created.		
12	Document is saved in the <i>in progress</i> subfolder with the name Jones 1, quotation <date> .		
Has the candidate successfully completed all items in this task?			
Assessor/third party signature			
Date			