

## 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: <b>Proposal Mr Wadesmith</b> and the date of the assessment is created. |     |    |
| 8  | Document is saved in the <i>in progress</i> subfolder with the name <b>Wadesmith 1, proposal &lt;date&gt;</b> . |     |    |
| 11   | A WordPad document containing the text: <b>Quotation Mr Jones</b> and the date of the assessment is created.    |     |    |
| 12   | Document is saved in the <i>in progress</i> subfolder with the name <b>Jones 1, quotation &lt;date&gt;</b> .    |     |    |
|  |   |     |    |
| Has the candidate successfully completed all items in this task? |   |     |    |
| <b>Assessor/third party signature</b>                            |   |     |    |
| <b>Date</b>  |   |     |    |