# 120337 Workplace Projects

**INSTRUCTIONS**

* In this section you are required to either attach written evidence relating to one of the tasks within your Practical Assessment as Product Sample
* Complete a project, self-assessment, case study or other task relating to any one of the Specific Outcomes of the unit standard.
* Each outcome that requires evidence is listed below – kindly file all your substantiating evidence.

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| **Activity Details** | **SO** | **Requirements** |
| Project 1 | SO2 | Conduct a planned task observation in your workplace. Select the correct tool to use for the observation. Ensure that you prepare all equipment, resources and people for the observation. Record your findings and discuss these with your team. |
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| **Activity Details** | **SO** | **Requirements** |
| Project 2 | SO2 | Explain to your assessor the importance of effective teamwork when conducting task observations in the workplace. |
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| **Activity Details** | **SO** | **Requirements** |
| Project 3 | SO3 | Based on Project 1, record the findings of your observation. Explain how these will be communicated and to whom. Explain further, how follow up actions are undertaken in your workplace. |
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| **Activity Details** | **SO** | **Requirements** |
| Project 4 | SO3 | Explain how you will ensure teamwork when following up on remedial actions based on the findings and what the importance of this is? |
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