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# 120337 Formative Assessment

**Lesson 1 – PREPARE FOR A PLANNED TASK OBSERVATION**

1. Explain the requirements of your own workplace task observation checklist.SO 1 AC 2 & 3

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1. Explain in your own words the purpose of having planned task observations SO 1 AC 1

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1. What is the importance of taking note of past inspections into consideration? How does this assist in maintaining health and safety in the workplace? SO 1 AC 6

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**Lesson 2 – CONDUCT A PLANNED TASK OBSERVATION**

1. Explain how findings of observations conducted in your own workplace are recorded. SO2 AC 2

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**Lesson 3 – RECORDING AND FOLLOWING UP**

1. Who needs to receive copies of findings in your workplace? What is the process that then follows? SO 3 AC 1

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