## 7796 Workplace assignments

### Activity 2.1 Written assignment

Specific Outcome 3: Describe security procedures to avoid and/or handle violent situations

**Specific Outcome 5:** Given a violent situation, identify the perpetrators

1. We have all been exposed to violent situations of some sort. Identify and describe a violent situation that you have been involved in, either as a spectator or participant. (victim). This can be any violent act such as a fist fight between two people, an armed robbery, taxi violence, etc.
2. Describe the situation.
3. Identify the perpetrators of the violent act – how did you know they were the perpetrators?
4. Describe what they looked like
5. What security procedures would you suggest to ensure that this violent act does not occur again?

### Activity 2.2 Report

**Specific Outcome 6:** Report suspicious items following the correct procedure

1. Report a suspicious item according to the procedures in the college or your place of work. Make sure that you do this in writing as well and have the facilitator or supervisor sign the memo.

### Activity 2.3 Work sample

**Specific Outcome 7:** Demarcate customer and staff areas separately and secure against unauthorised access

1. On a day and at a time that the college or your place of work is not busy, or closed, take the necessary steps to demarcate customer and staff areas separately so that unauthorised access cannot take place. Attach a drawing of your plan, signed by the facilitator or your supervisor.

### Activity 2.4 Work sample

**Specific Outcome 8:** Secure storage areas against unauthorised access and give reasons for doing this

1. On a day and at a time that the college or your place of work is not busy, or closed, take the necessary steps to secure storage areas against unauthorised access. Attach a drawing of your plan, signed by the facilitator or your supervisor.

### Activity 2.5

**Specific Outcome 9:** Describe the way in which performance would be adapted

1. Visit banks or supermarkets and note how they demarcate storage areas, customer and staff access areas. Compare this to your procedures at the college or work and describe how you would adapt your performance if you worked in the bank or the supermarket. You may attach drawings of the demarcated areas in the bank or supermarket as part of your explanation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOGBOOK 7796** | | | | |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Date | Candidate signature | Date | Mentor/supervisor signature | |

# ASSESSMENT REVIEW

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME of LEARNER** | | | | | **NAME of ASSESSOR** | | | | | |
| **VENUE** | | | | | **DATE of REVIEW** | | | | | |
| **UNIT STANDARD** | | Maintain a secure working environment | | | | | | | | |
| **Review Dimension** | | | | **ASSESSOR** | | **LEARNER/**  **CANDIDATE** | | **ACTION** | | |
| The principles/criteria for good assessment were achieved. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment related to the registered unit standard. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment was practical. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment instruments were fair, clear and understandable. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The assessment judgements was made against set requirements. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The venue and equipment was functional. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| Special needs were identified and the assessment plan was adjusted. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| Feedback was constructive against the evidence required. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| An opportunity to appeal was given. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| The evidence was recorded. | | | | Agree  Disagree | | Agree  Disagree | |  | | |
| **LEARNER”S DECLARATION OF UNDERSTANDING** | | | | | | | | | | |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid. | | | | | | | | | | |
|  | | |  | | | | | |  | |
| **Learner** | **Date** | | **Assessor** | | | | **Date** | | **Moderator** | **Date** |

## Candidate Feedback Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | Maintain a secure working environment. | | | | | | |
| ASSESSMENT DECISION | | | | | | | |
| Source of Evidence | | C | NYC | | Comments | | |
| Assessments | |  |  | |  | | |
| Product | |  |  | |  | | |
| Indirect Evidence | |  |  | |  | | |
| Overall Assessment Decision | | | | |  | | |
| Additional Notes | | | | |  | | |
| Date | | | | |  | | |
|  | | | |  | | | | |
| Signature of Assessor | | | | Signature of Candidate | | | | |

## Candidate Appeal Form

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate's Name: | | ID No. |  |
| Assessor's Name: | | Reg. No. |  |
| Unit Standard Title: Maintain a secure working environment | | | |
| Date: | |  | |
| SECTION 1 | |  | |
| Candidate's reason for disagreeing with the assessment decision. |  | | |
| Assessor's rationale for the assessment decision. |  | | |
| Candidate's signature. |  | | |
| Assessor's signature. |  | | |
| SECTION 2 |  | | |
| Moderator's decision. |  | | |
| Moderator's signature. |  | | |

## Assessor's Report

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | Maintain a secure working environment | | | | | | |
| ASSESSMENT DECISION | | | | | | | |
| Specific Outcome | | C | | NYC | Comments | | |
| Describe national/ provincial/ company procedures to maintain a secure working environment | |  | |  |  | | |
| Explain how to maintain a high level of security for staff and customers. | |  | |  |  | | |
| Describe security procedures to avoid and/or handle violent situations. | |  | |  |  | | |
| Explain the importance of securing unauthorised areas from customer access | |  | |  |  | | |
| Given a violent situation, identify the perpetrators. | |  | |  |  | | |
| Report suspicious items following the correct procedure | |  | |  |  | | |
| Demarcate customer and staff areas separately and secure against unauthorised access. | |  | |  |  | | |
| Secure storage areas against unauthorised access and give reasons for doing this | |  | |  |  | | |
| Describe the way in which performance would be adapted | |  | |  |  | | |
| Overall Assessment Decision. | | | | |  | | |
| Comments | | | | |  | | |
| Date | | | | |  | | |
| Signature of Assessor | | | Signature of Candidate | | | | |

## Moderator's Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Moderator's Name |  | | Reg. No. |  | | |
| Assessor's Name |  | | Reg. No. |  | | |
| Candidate's Name |  | | ID No. |  | | |
| Unit Standard Title | Maintain a secure working environment | | | | | |
| MODERATION DECISION | | | | | | |
| Specific Outcome | | | | C | NYC | Comments |
| Describe national/ provincial/ company procedures to maintain a secure working environment. | | | |  |  |  |
| Explain how to maintain a high level of security for staff and customers | | | |  |  |  |
| Describe security procedures to avoid and/or handle violent situations. | | | |  |  |  |
| Explain the importance of securing unauthorised areas from customer access. | | | |  |  |  |
| Given a violent situation, identify the perpetrators | | | |  |  |  |
| Report suspicious items following the correct procedure | | | |  |  |  |
| Demarcate customer and staff areas separately and secure against unauthorised access. | | | |  |  |  |
| Secure storage areas against unauthorised access and give reasons for doing this | | | |  |  |  |
| Describe the way in which performance would be adapted | | | |  |  |  |
| Overall Moderation Decision | | | | | |  |
| Feedback to Assessor | | | | | |  |
| Action Required | | | | | |  |
| Date of Moderation | | | | | |  |
| Signature of Moderator | |  | | | | |
| Signature of Assessor | | Signature of Candidate | | | | |