

Learner Name:		Reg. No. / ULN:	
Assessment Start Date:			
Training Centre / College:			

Completed:					
Learner Name:		Learner Signature:		Date:	
Assessor Name:		Assessor Signature:		Date:	
IQA Name (if sampled):		IQA Signature:		Date:	
EQA Name (if sampled):		EQA Signature:			

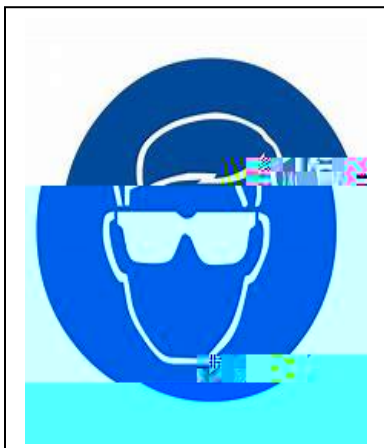


ask 1: Health and Safety Procedures at Work

a) List three key reasons for Health and Safety procedures at work.

b) Identify the three key safety signs below:







c) Identify safe clothing for two different types of work.

Work	Safety Clothing (e.g. PPE)

d) Outline how to maintain your own safety at work.



ask 2: Participate in tasks in a work-simulated environment

- a) **Follow simple instructions to carry out a workplace task such as how to operate a device, piece of equipment or search for an order.** Your tutor will complete an observation form to include with this workbook to evidence that you have followed instructions and achieved an identified work task.

- b) **Give an example of a problem with a task and a possible solution to the problem**



ask 4: Different communication methods used at work

a) Identify the different ways that people use to communicate?

Communication methods	What task could this method be used for?
<i>Email</i>	

b) Identify two effective and two ineffective ways of communicating?

Effective communication methods	Why is it effective?
1.	
2.	

Ineffective communication methods	Why is it ineffective?
1.	
2.	



Learner Completion Confirmation

Learning Outcome	Delivery Content	Tick if achieved	Comments
1. Understand the need for Health and Safety procedures at work.	1.1. List reasons for Health and Safety procedures at work.		
	1.2. Identify key safety signs.		
	1.3. Identify safe clothing for different types of work.		
	1.4. Outline how to maintain own safety at work.		
2. Be able to participate in tasks in a work-simulated environment.	2.1. Follow simple instructions.		
	2.2. Perform a work task.		
	2.3. Give an example of a problem with a task.		
	2.4. Give a possible solution to the problem.		
3. Be able to work as part of a team.	3.1. Work with other team members to complete a task.		