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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA US ID	UNIT STANDARD TITLE			
120337	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place			
ORIGINATOR				
SGB Occupational Health and Safety				
FIELD			SUBFIELD	
Field 09 - Health Sciences and Social Services			Preventive Health	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	NQF Level 03	2
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2015-07-01	2018-06-30	SAQA 10105/14
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2019-06-30		2022-06-30		

PURPOSE OF THE UNIT STANDARD

Persons credited with this unit standard will be able to demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation at a working place.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

- Communications at NQF Level 2
- Mathematical Literacy at NQF Level 2

UNIT STANDARD RANGE

All the Specific Outcomes and Associated Assessment Criteria are assessed in accordance with specified requirements and - where applicable - consequences to health and safety.

Specified requirements include legal and site-specific requirements and are contained in one or more of the following documents:

Legal:

- Mine Health and Safety Act
- Occupational Health and Safety Act
- Chief Inspector of Mines' Directives

Site-specific:

- ☑ Health and safety agreements
- ☑ Codes of practice
- ☑ Standards
- ☑ Standards task procedures
- ☑ Risk Assessments procedures
- ☑ Occupational Health and Safety Risk Management Programme
- ☑ Managerial Instructions
- ☑ Mine Standard Procedures
- ☑ List of Recorded OH&S Risks
- ☑ Working Guides / Permits
- ☑ MSDS
- ☑ Equipment and Materials Specifications

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Demonstrate knowledge of how to prepare for planned task observation at a working place.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The purpose of a planned task observation is explained.

ASSESSMENT CRITERION 2

The importance of listing tasks from occupations is explained.

ASSESSMENT CRITERION 3

The critical task inventory compilation is explained.

ASSESSMENT CRITERION 4

The process of compiling safe operating procedures and the resources required is explained.

ASSESSMENT CRITERION 5

Scheduling the planned task observation is explained.

ASSESSMENT CRITERION 6

The fact that past history should be taken in account prior to performing the planned task observation is explained.

SPECIFIC OUTCOME 2

Conduct a planned task observation at a working place.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The correct selection and use of tools and equipment is demonstrated when conducting a planned task observation.

ASSESSMENT CRITERION 2

Findings are recorded and immediate feedback is given.

ASSESSMENT CRITERION 3

The conducting of a planned task observation is performed in a manner that fosters teamwork and avoids conflict.

SPECIFIC OUTCOME 3

Record and follow-up.

ASSESSMENT CRITERIA**ASSESSMENT CRITERION 1**

The findings of the planned task observation are recorded and communicated.

ASSESSMENT CRITERION 2

The follow-up actions are implemented accordingly.

ASSESSMENT CRITERION 3

Follow-up actions are implemented in a manner that will foster teamwork and avoid conflict.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA or ETQA that has a Memorandum of Understanding in place with the relevant ETQA.

Any institution offering learning that will enable achievement of this unit standard must be accredited as a provider by the relevant ETQA or ETQA that has a Memorandum of Understanding in place with the relevant ETQA.

Moderation of assessment will be overseen by the relevant ETQA according to the moderation guidelines and the agreed ETQA procedures.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

N/A

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):**UNIT STANDARD CCFO IDENTIFYING**

Solve problems. By investigating incidents, the individual will be required to embark on remedial action, which requires problem solving.

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team / group / organization / community. The individual will have to take reasonable care of oneself and other's safety in the workplace, which shows concern for entire team and not only oneself.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities responsibly and effectively. As part of the team, the individual will take into account the activities around him/her and ensure that his/her actions are complementary.

UNIT STANDARD CCFO COLLECTING

Collect, organize and critically evaluate information. When investigating incidents, the individual will have to collect and organise information in such a way that he/she will be able to evaluate it and make decisions.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematics and language skills in the modes of oral and written presentations. Remedial action resulting from the investigation, must be communicated to all relevant persons.

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically (showing responsibility toward the environment and health of others). Science and technology are used at the appropriate level, e.g. in interpreting data.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of related systems. He/she must understand the impact of his/her or others' actions in the overall objectives of the workplace.