

DEMONSTRATE KNOWLEDGE PERTAINING TO THE PREPARATION, CONDUCTING, RECORDING AND FOLLOW-UP ACTIONS OF A PLANNED TASK OBSERVATION IN A WORKING PLACE

POE WORKBOOK

Number:	120337
NQF Level:	3
Credits:	2
Qualification:	Planned Task Observation

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Question 3: SO1

Name several basic Needs Assessment techniques?

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Question 4: SO1

What are the important questions to ask when conducting a Task Analysis?

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Question 5: SO1

How will you determine which jobs need to have a task analysis?

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Question 6: SO2

Explain the step-by-step process of a planned task.

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Question 7: SO2

What criteria should I use to evaluate my analysis?

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Question 8: SO2

What training needs must be adhered to in order to foster teamwork?

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Question 9: SO2

Name the table-top method of job analysis.

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Question 10: SO3

The verification technique consists of which steps?

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Assessor Signature

Date

Moderator Signature

Date