

## Skills for Employability



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

<b>Completed:</b>					
Learner Name:		Learner Signature:		Date:	
Assessor Name:		Assessor Signature:		Date:	
IQA Name (if sampled):		IQA Signature:		Date:	
EQA Name (if sampled):		EQA Signature:		Date:	

### Task 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:



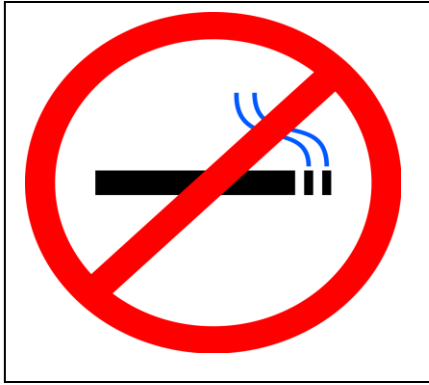
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**c) Identify safe clothing for two different types of work.**

Work	Safety Clothing (e.g. PPE)

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

## Task 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.**

Task	What is the problem with this task?	What should you do to solve the problem?

## Task 3: Working with team members

You have been asked to work in a team of 3 – 4 people to make as many dice as possible from a [dice template](#) using one pair of scissors, blank white paper (no restriction on the amount), one glue stick and one black pen. You will be competing with other teams to see who can make the most dice. Your tutor will complete an observation form to include with this workbook to evidence that you have completed this team task.

- a) **Why was it important to work with team members in this exercise?**

### Task 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.	

I confirm that this is the work of *(student's name)*

Tutor Signature:

Date:

## 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.	<input type="checkbox"/>	
	1.2. Identify key safety signs.	<input type="checkbox"/>	
	1.3. Identify safe clothing for different types of work.	<input type="checkbox"/>	
	1.4. Outline how to maintain own safety at work.	<input type="checkbox"/>	
2. Be able to participate in tasks in a work-simulated environment.	2.1. Follow simple instructions.	<input type="checkbox"/>	
	2.2. Perform a work task.	<input type="checkbox"/>	
	2.3. Give an example of a problem with a task.	<input type="checkbox"/>	
	2.4. Give a possible solution to the problem.	<input type="checkbox"/>	
3. Be able to work as part of a team.	3.1. Work with other team members to complete a task.	<input type="checkbox"/>	
	3.2. Identify why it is important to work with team members.	<input type="checkbox"/>	
4. Know about different communication methods used at work.	4.1. Identify the different ways that people use to communicate at work.	<input type="checkbox"/>	
	4.2. Identify effective and ineffective ways of communicating in the workplace.	<input type="checkbox"/>	