



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Demonstrate Knowledge Pertaining To The Preparation Conducting Recording And Follow Up Actions Of A Planned Task Observation In A Working Place Training

Health Sciences and Social Services / Preventive Health

Unit Standard 120337 · NQF Level 3 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to prepare, conduct, record, and follow up on planned task observations (PTOs) in the workplace. It focuses on identifying hazards, assessing risks, and implementing corrective actions to improve safety and operational efficiency.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	120337
Accreditation	SAQA Accredited · NQF Level 3 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the purpose and principles of planned task observations in a workplace context.
- Prepare for a planned task observation by selecting the task, gathering relevant documentation, and briefing the observer and observee.
- Conduct a planned task observation using systematic observation techniques and communication skills.
- Record observation findings accurately and objectively using standardised forms or digital tools.
- Analyse observation data to identify unsafe acts, conditions, and root causes of deviations.
- Implement follow-up actions, including corrective measures, feedback sessions, and trend analysis for continuous improvement.

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, safety representatives, and any employees responsible for conducting or participating in workplace safety observations in industries such as manufacturing, mining, construction, and logistics.

COURSE OUTLINE

Day 1: Foundations and Application of Planned Task Observations

- Introduction to Planned Task Observations: definitions, benefits, and legal framework (OHS Act).
- Roles and responsibilities of the observer and observee.
- Preparing for a PTO: selecting tasks, risk assessment, and briefing.
- Conducting the observation: communication, positioning, and note-taking.
- Recording observations: standard forms, objective language, and evidence.
- Follow-up actions: feedback techniques, corrective measures, and reporting.
- Practical exercise: role-play a PTO scenario.
- Assessment and Q&A; session.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **2 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 120337) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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