

# FSKWTG008 – Student Assessment Pack

## Assessment Cover Sheet - Knowledge Questions

Name of student	Chris Brown
Name of assessor	
Unit/s (code and name)	FSKWTG008 Complete routine workplace formatted texts
Method of assessment	Written <input type="checkbox"/> Verbal <input type="checkbox"/>

### Instructions

- This assessment consists of 8 questions
- Answers must be clear, concise and in your own words
- All notes and responses to be done in the spaces provided
- You must answer all questions correctly to be deemed satisfactory in this assessment
- Re-assessment of any incorrect responses will be undertaken verbally and noted on the assessment
- Identified special needs students may be able to undertake this assessment in a slightly different way please speak with your assessor if you believe that you are eligible for a modified assessment item

#### Student Declaration

I declare that no part of this assessment has been copied from another person's work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.

Signed: *Chris Brown*

Date:

### EDUCATIONAL ADJUSTMENTS MADE

<b>Formatting</b>	<input type="checkbox"/> Altered print size and layout <input type="checkbox"/> Audio Provided <input type="checkbox"/> Images to support text <input type="checkbox"/> Simplified language
<b>Time</b>	<input type="checkbox"/> Extra Time <input type="checkbox"/> Rest Break <input type="checkbox"/> Administered in segments
<b>Assistive Technology</b>	<input type="checkbox"/> Word Processor <input type="checkbox"/> Speech to text <input type="checkbox"/> Calculator
<b>Environmental</b>	<input type="checkbox"/> Alternate location <input type="checkbox"/> Reduced audience <input type="checkbox"/> Support person present
<b>Other</b>	

#### Assessor Safety Declaration

I confirm that I have completed a Safety Audit of the assessment environment prior to the commencement of the assessment process.

Yes ☐ No ☐

☐ Satisfactory  
☐ Not Satisfactory

Due date for  
reassessment (if  
required):

#### Feedback to student:

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Assessor Signature:		Date:	
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<p>1. A workplace document contains information that relates to the workplace, or that you use in the workplace. It is important to recognise different workplace documents as well as understand what they are used for.</p> <p>For each of the following forms identify the audience and the purpose of the form.</p>			<p><b>Satisfactory/</b> <b>Not Yet</b> <b>Satisfactory</b></p>
Form or Document	Audience	Purpose	
Personal details form	Patients at a hospital	A patient's personal details form is used to collect important information about the patient's identity and medical history to provide appropriate medical care.	<input type="checkbox"/> S <input type="checkbox"/> NYS
Tax File Number Declaration Form	Employees	The purpose of a tax file number declaration form is to provide an employee's tax file number to their employer for taxation purposes and to declare any relevant tax information such as residency status and eligibility for tax offsets or exemptions.	<input type="checkbox"/> S <input type="checkbox"/> NYS
Timesheet	Employees	The purpose of a timesheet is to record the hours worked by an employee for a specific period of time, usually a week or a month, in order to calculate their wages or salary accurately	<input type="checkbox"/> S <input type="checkbox"/> NYS
Visitor logbook	visitors	The purpose of a visitor logbook is to record the names and details of visitors who enter a building or facility, for security and safety purposes, and to keep track of who has been on the premises at any given time.	<input type="checkbox"/> S <input type="checkbox"/> NYS
<p>2. When writing business letters, you will mainly use Open Punctuation, what does this mean?</p>			
<p>Open punctuation is a style of punctuation commonly used in business letters where no punctuation is used after the greeting or between the body paragraphs, and only a comma is used after the closing.</p>			<input type="checkbox"/> S <input type="checkbox"/> NYS
<p>3. When writing emails what 2 language guidelines should you follow?</p>			
<p>When writing emails, you should follow these two language guidelines:</p> <p>Keep your language clear and to the point so that your message is easily understood.</p> <p>Write in a professional and respectful tone, avoiding informal language and emoticons.</p>			<input type="checkbox"/> S <input type="checkbox"/> NYS
<p>4. When spelling words with which you are unfamiliar, explain how you would use a Visual Strategy to help you.</p>			

To spell an unfamiliar word, you can break it down into smaller parts and picture it in your mind, looking for familiar letter patterns. You can also use tricks like linking the word to something you know well, like an image or object, to help remember how it's spelled.	<input type="checkbox"/> S <input type="checkbox"/> NYS
5. It is important to organise and sequence information so that you gain the interest of the reader and the information is easy to understand. What are 3 common methods for sequencing information?	
When organising information, there are three ways to do it: by time, by importance, or by physical location.	<input type="checkbox"/> S <input type="checkbox"/> NYS
6. Before you finalise any document, who should you ask for approval?	
Before you finish any document, you should ask someone who has the authority to approve it, such as your boss, manager, or client, to give their approval before you consider it complete.	<input type="checkbox"/> S <input type="checkbox"/> NYS

## 7. Completion of workplace forms

- When proofreading a document, why would a spell checker not be sufficient?
- Outline two techniques you can use to proofread, review and revise your document
- To improve on your work, who should you ask to review your draft and give you feedback?

- A spell checker is helpful for finding spelling mistakes, but it cannot catch other types of errors like using the wrong word or making a grammatical mistake. So, it's still important to carefully read through a document to make sure there are no mistakes, and everything makes sense.
- Two basic techniques for proofreading, reviewing, and revising your document are: taking a break and reading it out loud.
- To improve your work, you should ask someone you trust, such as a teacher, mentor, or colleague, to review your draft and provide feedback.

☐ S  
☐ NYS

## 8. For each of the following determine if the sentence has suitable grammar and vocabulary for workplace texts:

Sentence	Suitable grammar and vocabulary for workplace texts		If no, rewrite the sentence, using acceptable grammar and vocabulary	
	Yes	No		
Gr8, tks for the info.		X	"Thank you for providing me with the information."	<input type="checkbox"/> S <input type="checkbox"/> NYS
The datas are collated in the spreadsheet.		X	"The data has been collated in the spreadsheet".	<input type="checkbox"/> S <input type="checkbox"/> NYS
The issues has been investigated.		X	"The issues have been investigated."	<input type="checkbox"/> S <input type="checkbox"/> NYS
The customer and me spoke about the issue.		X	"The customer and I spoke about the issue."	<input type="checkbox"/> S <input type="checkbox"/> NYS
We are literally sorry for the inconvenience.		X	"We apologise for the inconvenience."	<input type="checkbox"/> S <input type="checkbox"/> NYS

## Assessment Cover Sheet – Project

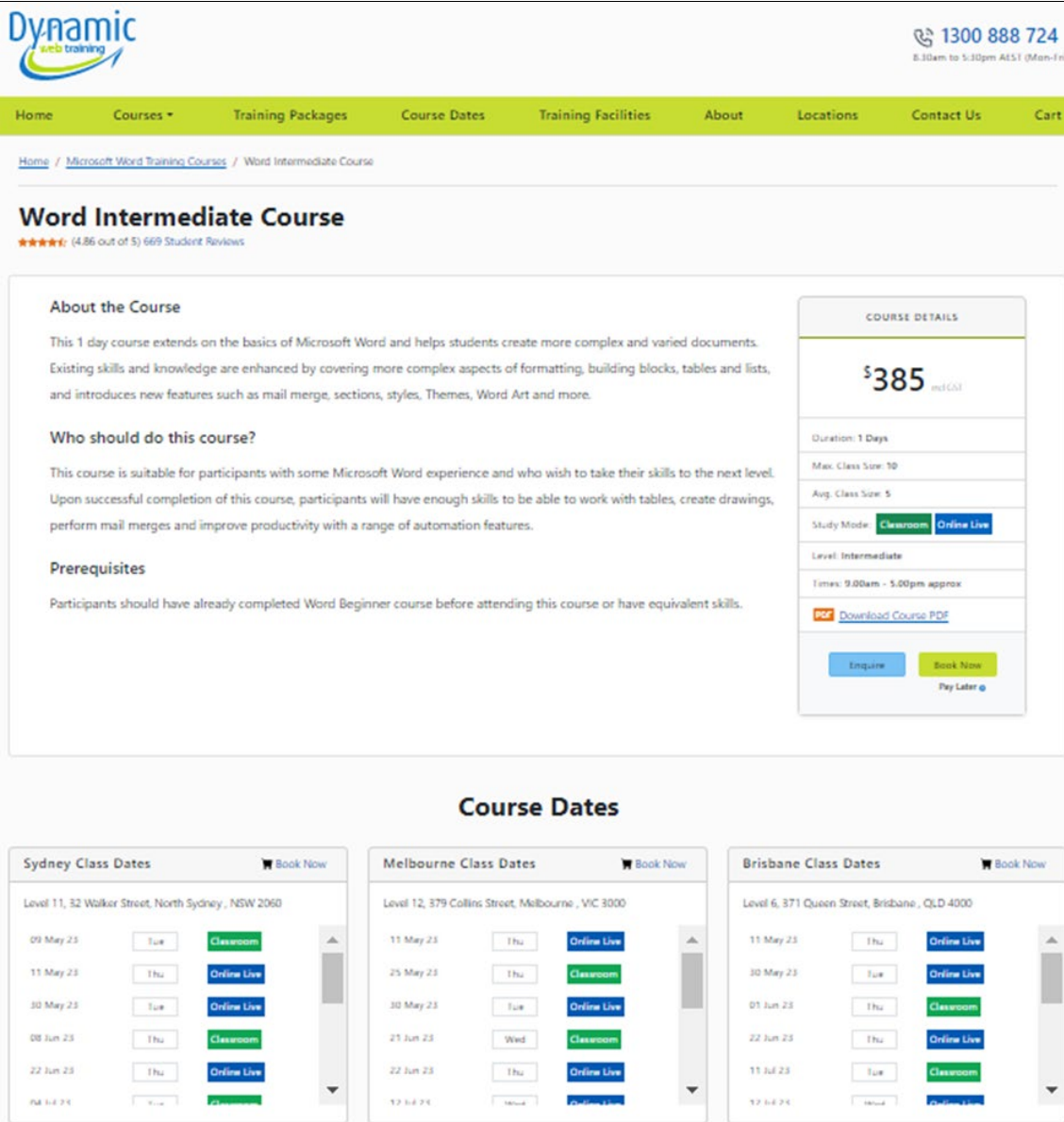
Name of student	Chris Brown		
Name of Assessor			
Unit/s (code and name)	FSKWTG008 Complete routine workplace formatted texts		
Method of assessment	Project		
<b>Instructions</b>			
<ul style="list-style-type: none"> <li>• This assessment consists of 3 activities</li> <li>• Answers must be clear, concise and in your own words</li> <li>• You will require access to a computer, internet, and office software e.g., Word</li> <li>• You must answer all questions or complete the activities correctly to be deemed competent in this unit</li> <li>• Re-assessment of any incorrect responses will be undertaken verbally and noted on the assessment</li> <li>• Identified special needs students may be able to undertake this assessment in a slightly different way please speak with your assessor if you believe that you are eligible for a modified assessment item</li> </ul>			
<b>Student Declaration</b>			
I declare that no part of this assessment has been copied from another person's work with the exception of where I have listed or referenced documents or work and that no part of this assessment has been written for me by another person.			
Signed: <i>Chris Brown</i>		Date:	
<b>EDUCATIONAL ADJUSTMENTS MADE</b>			
Formatting	<input type="checkbox"/> Altered print size and layout <input type="checkbox"/> Audio Provided <input type="checkbox"/> Images to support text <input type="checkbox"/> Simplified language		
Time	<input type="checkbox"/> Extra Time <input type="checkbox"/> Rest Break <input type="checkbox"/> Administered in segments		
Assistive Technology	<input type="checkbox"/> Word Processor <input type="checkbox"/> Speech to text <input type="checkbox"/> Calculator		
Environmental	<input type="checkbox"/> Alternate location <input type="checkbox"/> Reduced audience <input type="checkbox"/> Support person present		
Other			
Assessor Safety Declaration	I confirm that I have completed a Safety Audit of the assessment environment prior to the commencement of the assessment process.		Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory		Due date for reassessment (if required):	
<b>Feedback to student:</b>			
Assessor Signature:			Date:

## ACTIVITY 1

## Task 1: Training Request

As you are a fairly new staff member at Bluey'sHQ you feel you could benefit from training in using MS Office products, such as Word, PPT and Excel.

1. Review the Training Request Form. Outline the following:		
What is the purpose of the form?	A training request form is a form that employees use to ask for training or development. It has details like what type of training they want, why they need it, and how much it costs. The form needs to be approved by a manager or HR before the training is scheduled.	<input type="checkbox"/> S <input type="checkbox"/> NYS
Who should complete the form?	Any employee who wants to receive training in a particular area, such as MS Office products like Word, PPT, and Excel, should complete the training request form at Bluey's HQ.	<input type="checkbox"/> S <input type="checkbox"/> NYS
Who will you send the form to?	You should send the training request form to your manager/supervisor at Bluey'sHQ.	<input type="checkbox"/> S <input type="checkbox"/> NYS
2. Your manager (Hellen Highwater) has asked you to complete the Training Request form. You will need to: <ul style="list-style-type: none"> <li>Identify where you can undertake this training (see brochure on next page)             <ul style="list-style-type: none"> <li>When, where, costs etc</li> </ul> </li> <li>Identify why you should take this training             <ul style="list-style-type: none"> <li>Benefit to business</li> <li>What you will learn</li> <li>What skills and knowledge you will develop?</li> <li>How you can apply the training to your current area of work (Marketing &amp; Design.</li> </ul> </li> </ul> When completing the form, ensure you use: <ul style="list-style-type: none"> <li>Professional business vocabulary</li> <li>Correct punctuation and grammar</li> <li>Review your form to ensure you have included all the necessary details and it is free from errors</li> <li>Ask your trainer to review your form and provide feedback on improvements</li> </ul> Update your form in line with feedback and submit the final document		<input type="checkbox"/> S <input type="checkbox"/> NYS



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Home / Microsoft Word Training Courses / Word Intermediate Course

## Word Intermediate Course

★★★★★ (4.86 out of 5) 669 Student Reviews

**About the Course**

This 1 day course extends on the basics of Microsoft Word and helps students create more complex and varied documents. Existing skills and knowledge are enhanced by covering more complex aspects of formatting, building blocks, tables and lists, and introduces new features such as mail merge, sections, styles, Themes, Word Art and more.

**Who should do this course?**

This course is suitable for participants with some Microsoft Word experience and who wish to take their skills to the next level. Upon successful completion of this course, participants will have enough skills to be able to work with tables, create drawings, perform mail merges and improve productivity with a range of automation features.

**Prerequisites**

Participants should have already completed Word Beginner course before attending this course or have equivalent skills.

**COURSE DETAILS**

**\$385** incl GST

Duration: 1 Days  
Max. Class Size: 10  
Avg. Class Size: 5  
Study Mode: **Classroom** **Online Live**  
Level: Intermediate  
Times: 9.00am - 5.00pm approx  
[Download Course PDF](#)

[Enquire](#) [Book Now](#)  
[Pay Later](#)

### Course Dates

Sydney Class Dates	Melbourne Class Dates	Brisbane Class Dates
Level 11, 32 Walker Street, North Sydney, NSW 2060	Level 12, 379 Collins Street, Melbourne, VIC 3000	Level 6, 371 Queen Street, Brisbane, QLD 4000
09 May 23 Tue Classroom	11 May 23 Thu Online Live	11 May 23 Thu Online Live
11 May 23 Thu Online Live	25 May 23 Thu Classroom	30 May 23 Tue Online Live
30 May 23 Tue Online Live	30 May 23 Tue Online Live	01 Jun 23 Thu Classroom
08 Jun 23 Thu Classroom	21 Jun 23 Wed Classroom	22 Jun 23 Thu Online Live
22 Jun 23 Thu Online Live	22 Jun 23 Thu Online Live	11 Jul 23 Tue Classroom
14 Jul 23 Tue Classroom	12 Jul 23 Fri Online Live	12 Jul 23 Fri Online Live

3. Draft an email to your Manager and include an image of it in your submission (you can use the snipping tool), ensure your email:
- Includes a subject line and signature block
  - Use appropriate language for internal email (less formal)
  - Outlines what the attachment is for.

☐ S  
☐ NYS

## TRAINING REQUEST FORM

\* All fields must be completed in order for any training requests to be approved.

Name of Employee	Chris Brown	Position	Administration Officer
Name of Manager	Hellen Highwater		

Name of Programme / Qualification	Word Intermediate Course
Method of Study (e.g. distance, classroom etc)	Face to Face
Study Time Required (if any)	3 ½ hrs
Training Provider	Dynamic web training
Start Date and Date of Completion	Not sure yet
Length of Programme	1 Day
Total cost of Programme	\$385

**PART ONE – To be completed by Job Holder and discussed with Line Manager**

**Business Case (How will this programme benefit the individual, their line manager and the business?):**

Individual:

The course can help me become better at using essential office tools, which can make me more productive and confident in my work.

Line Manager:

The course can help line managers by giving their team a shared understanding of how to use these software programs, leading to better collaboration and productivity.

Business:

The course can help the business by improving employee productivity, efficiency, and collaboration, leading to cost savings and increased revenue.

**What are you expecting to learn on this course (your objectives)?**

Word: I will learn how to create and edit documents, format text and paragraphs, insert images and tables, and use features like spell check and track changes.

PowerPoint: I will learn how to create and format presentations, add text and graphics, use different themes and layouts, and add animations and transitions.

Excel: I will learn how to create and format spreadsheets, use basic functions and formulas, create charts and graphs, and analyse data.

Overall, this course will teach me how to use these essential office tools, which can help me become more productive and effective in the workplace.

**What preparation will you do before attending the course?**

Get familiar with the software by using the free trial version on the Microsoft website.



Look at the course outline to see what topics will be covered.

Make sure my computer is set up with the necessary software and has a reliable internet connection.

Practice basic computer skills like typing, using a mouse, and opening/saving files.

Stay organised by taking notes and setting aside dedicated time for learning.

#### What skills/knowledge will be developed as a result of attending this training?

Word: I will learn how to create and edit documents, format text and paragraphs, insert images and tables, and use features like spell check and track changes.

PowerPoint: I will learn how to create and format presentations, add text and graphics, use different themes and layouts, and add animations and transitions.

Excel: I will learn how to create and format spreadsheets, use basic functions and formulas, create charts and graphs, and analyse data.

Overall, attending this training will help me become more proficient in using these essential office tools, which can boost my productivity and effectiveness in the workplace.

#### What will help you to apply the knowledge you gain to your area of work?

Look for areas in my job where i can use the skills I learned, such as creating charts and graphs in Excel to analyse data.

Practice using the software regularly to become more comfortable and confident in using it.

Share what you learned with your colleagues and work together to find ways to use the software in your job.

Attend additional training sessions to stay up to date with new features and best practices.

Do you require any assistance in attending the course, including access, language, reading, writing or other? If the answer is YES, provide details:

No thank you.

Most full day courses include refreshments. Do you have any dietary requirements? If the answer is YES, provide details:

No, I have no dietary requirements.

Employee Signature

Date

#### PART TWO – To be completed by Line Manager

Line Managers Supporting Comments:

Manager Signature

Date

Please return the form to HR Services (keep a copy for your own records)

## Insert image of your draft email:

Subject: Training Request

Dear (Supervisor)

I hope this email finds you well. I am writing to request training in using MS Office products, such as Word, PPT, and Excel. As you know, these programs are essential in my daily work, and I feel that I could benefit from additional training to improve my skills.

I have attached the training request form to this email for your review. The training will take place at Tafe QLD Southport, from 9 am to 12.30 pm for 3 days starting on 24 to 26 April, 2023 and the cost is \$650. I believe this training will be a valuable investment for me and will enhance my performance in the workplace.

Thank you for your consideration of my request. Please let me know if you need any additional information or if there are any concerns.

Best regards,

Chris Brown

[Position]

[Contact Information]

## ACTIVITY 2

## Task 2: Stationery Order

You have been asked to complete the order for the following stationery items that your business needs to purchase. You have been given a budget of \$200 and your supervisor has said that if you have money left over to order as much paper as possible.

1. Complete the following table and work out how many reams of paper you can actually order and the total amount of the order					<input type="checkbox"/> S <input type="checkbox"/> NYS
Item	Normal Price per Item \$	No of Items Required	No of Items Ordered (QTY)	Total Price \$	
Uni ball Fine Rollerball Pens black 8 Pack	\$19.98	3	3	59.94	
Spirax No P560 Pocket Note Pad 96 Pages	\$1.19	10	10	11.90	
J Burrows Highlighters Chisel Assorted 6 Pack	\$5.64	3	3	16.92	
Canon 10 lux Calculator S 100TS	\$16.70	2	2	33.40	
J Burrows No. 34 Rubber Bands 500g Assorted	\$15.47	1	1	15.47	
J Burrows 80gsm Premium A4 Copy Paper 500 Sheet	\$6.75	5	9	60.75	
<b>Total</b>				<b>\$ 198.38</b>	
2. Now order the required items by completing the Bluey'sHQ purchase order attached <ul style="list-style-type: none"> <li>You are ordering from the local Officeworks, with whom you have an account</li> <li>Provide a detailed description (refer to Officeworks extract attached)</li> <li>You want the stationery delivered in 5 working days to your office address: 36 Bryants Rd, Shailer Park Qld 4128</li> </ul>					<input type="checkbox"/> S <input type="checkbox"/> NYS

**\$19.98**Uni-ball Eye Fine Rollerball Pens  
Black 8 Pack**\$1.19**Spirax No. P560 Pocket Note  
Pad 96 Pages**\$5.64**J. Burrows Chisel Highlighters  
Assorted 6 Pack**\$16.70**Canon 10 Digit Tax Calculator  
LS-100TS**\$15.47**J. Burrows No. 34 Rubber Bands  
500g Assorted**\$6.75**J. Burrows 100% Recycled A4  
Paper 500 Sheets

<b>PURCHASE ORDER</b>	<b>Order No: 123456</b>
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<b>To: Officeworks</b>	<b>Date: 12/04/2023</b>
<b>Address:</b>	<b>Date Required:</b>
<b>City, State, Postcode</b>	<b>Terms:</b> deliver within 5 days

<b>Deliver To:</b>
<b>Address:</b> 36 Bryants Rd,
<b>City, State, Postcode</b> Shailer Park Qld 4128

Item	Description	Unit	Quantity	Unit Price	Total Value
1	Uni ball Fine Rollerball Pens black 8 Pack		3	\$19.98	59.94
2	Spirax No P560 Pocket Note Pad 96 Pages		10	\$1.19	11.90
3	J Burrows Highlighters Chisel Assorted 6 Pack		3	\$5.64	16.92
4	Canon 10 lux Calculator S 100TS		2	\$16.70	33.40
5	J Burrows No. 34 Rubber Bands 500g Assorted		1	\$15.47	15.47
6	J Burrows 80gsm Premium A4 Copy Paper 500 Sheet		9	\$6.75	60.75
7					
8					
9					
10					
				<b>Total Value</b>	<b>\$ 198.38</b>

<b>Important</b>
Purchase Order Number must appear on all invoices, packaging etc Please notify us immediately if you are unable to complete the order by the date specified

ORIGINAL

## ACTIVITY 3

The following incident occurred at the following workplace at 10 am this morning: Bluey'sHQ, 36 Bryants Rd, Shailer Park Qld 4128, ABN: 21 254 645 326, Ph: 0439753496

**The incident:**

Sean went to retrieve a file from the metal filing cabinet. The bottom draw had been left open, and without bothering to close the draw he opened the top draw of the filing cabinet to retrieve a file. The cabinet began to tip, and Sean quickly caught it and put it upright. Sean also noticed a sharp edge on the filing cabinet just below where he caught it. As there was no injury, he didn't bother to report the incident to his supervisor.

Later that day Letitia cut her hand steadying the same filing cabinet. She put a Band-Aid on her cut but as the injury was only minor, she did not report it. The next day Letitia called in sick and was off work for the following two weeks with a bad infection that had developed from the cut.

A few days later, Jordan, the Junior Admin Officer required medical treatment when the cabinet fell on him. He opened the top drawer of the filing cabinet and the cabinet overbalanced and fell on him. He tried to catch the cabinet and broke his left wrist, after visiting the Dr, Jordan had his arm put in plaster. He had two days off work and could only manage minor duties for the following 4 weeks.

**Staff Details:**

Jordan Burrows

- Administration Officer
- Address: 267 Nottingham Road, Calamvale, Q, 4115
- Mobile: 0418487125
- DOB: 26/03/1994

You may add or create additional information that you require to complete this assessment. Ask your trainer if unsure of what is required.

**Instructions:**

<b>1. Referring to the Bluey'sHQ Incident Injury Form included in this assessment answer the following:</b>		<input type="checkbox"/> S <input type="checkbox"/> NYS
What is the purpose of the form?	An Incident Report Form is used to report and document workplace injuries or incidents, to investigate and prevent future incidents, and to comply with legal and regulatory requirements related to workplace safety and health.	
Who will read this form?	My supervisor	
What designates required fields for completion (i.e.: how do you know where to write information)?	Don't know what you're looking for???	
<b>2. Complete the Bluey'sHQ Incident Injury Form</b> <ul style="list-style-type: none"> <li>• Use business language that is relevant to completing the form</li> <li>• When filling in the incident details:           <ul style="list-style-type: none"> <li>○ Use simple sentence structure (including: Capital letters, full stops and other punctuation as required)</li> <li>○ Sequence information in logical order (eg: what was the issue, what happened next)</li> </ul> </li> <li>• Proofread to ensure           <ul style="list-style-type: none"> <li>○ the form is free from spelling and grammatical errors</li> <li>○ you have used the required punctuation</li> <li>○ you have completed all required fields</li> </ul> </li> </ul>		<input type="checkbox"/> S <input type="checkbox"/> NYS

- the information you have provided is correct
- you have included all required information

## Incident/Injury Form

<b>Reported by:</b>	Chris Brown	<b>Date:</b>	11 April 2023	<b>Time:</b>	10.00am
<b>INCIDENT DETAILS: (what happened and how)</b>					
Bluey'sHQ, 36 Bryants Rd, Shailer Park Qld 4128, ABN: 21 254 645 326, Ph: 0439753496					
<b>INJURED PERSON DETAILS:</b>					
<b>Name</b>	Jordan Burrows				
<b>Position:</b>	Junior Admin Officer				
<b>Address:</b>	267 Nottingham Road Calamvale QLD 4115				
<b>Date of Birth:</b>	26/4/1994				
<b>Contact Number:</b>	0418487125				
<b>INJURY DETAILS:</b>					
<b>Nature of injury (e.g.: burn, cut, sprain):</b>	Broken left wrist				
<b>Cause of injury (e.g.: fall, slip/trip):</b>	Jordan attempted to catch a falling filing cabinet and it fell on him. He tried to catch the cabinet and broke his left wrist.				
<b>Location on body (e.g.: back, right upper arm):</b>	Left wrist				

Agency (e.g.: another person, hot water, bookcase):	Filing cabinet fell.
Did the injured person stop work?	<input checked="" type="checkbox"/> Yes - If yes for how long ____ 2 days ____ <input type="checkbox"/> No
Outcome (tick all that apply)	<input checked="" type="checkbox"/> Treated by Doctor <input type="checkbox"/> Hospitalised <input type="checkbox"/> Returned to normal work <input checked="" type="checkbox"/> Alternative duties <input type="checkbox"/> Rehabilitation

**MANAGER TO COMPLETE:****RISK ANALYSIS**

Likelihood or reoccurrence	PROBABLE		
Severity of Outcome	SIGNIFICANT	Risk Rating:	16 HIGH RISK

**Risk Rating = Likelihood x Severity**

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	STOP
Unacceptable	URGENT ACTION
Undesirable	ACTION
Acceptable	MONITOR
Desirable	NO ACTION

**Immediate Action Required:**

Attach the filing cabinet to the wall

Completed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Time & Date:	28/4/2023
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**Further Action Required:**



Email to employees about the correct use of a filing cabinet and the changes made to the filing cabinet now screwed to the wall.			
Completed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Time & Date:	12pm
Manager Signature		Date:	28/04/2023