

Document Checklist

This checklist summarizes some points to consider when collecting workplace documents.

Document type:

- Document provides an information display that is typical of the workplace documents for this occupation (table, manual, label, schedule, map).
- Drawings or diagrams have clear labelling that will provide answers to the tasks.

Document contents:

- Document satisfies your instructional focus.
- Document content is interesting visually.
- Document contains enough information to allow someone not familiar with the job to use it.
- Document has potential for Reading Text, Document Use and/or Numeracy questions.
- Document is authentic.

Other items to consider:

- Document is available in French, if you are developing tasks in English and French. Copy of this French source document collected.
- Minor errors such as misspellings have been corrected.
- Copyright owner information is clearly identified so you can contact the owner for reprint permission.
- Approval has been given to use real names or fictitious names.