Assessment Instructions and Overview

Develop personal work priorities

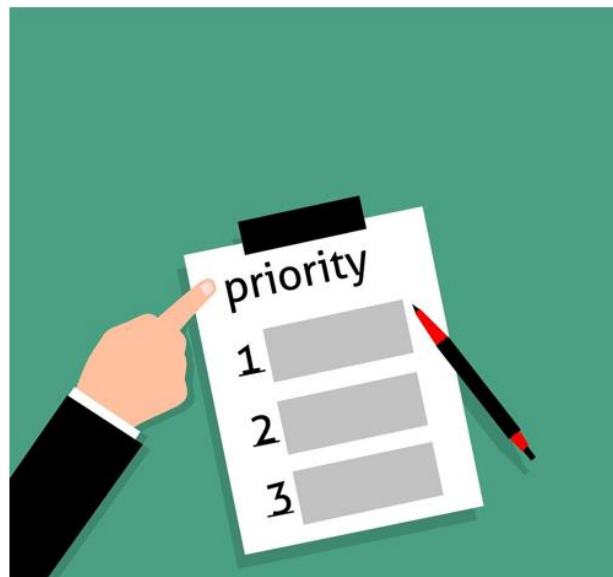**BSBPEF402**

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Assessment Instructions

You are advised to commence work on your assessment from week 1 and must submit all the tasks by their published due dates.

Written work

The assessment tasks are used to measure your understanding and underpinning skills and knowledge of the Unit of Competency. When answering please ensure you address each criteria and sub point, demonstrate your research of each of the questions and cover the topic in a logical and structured manner.

Active participation

It is a condition of enrolment that you actively participate in your studies. Active participation is completing all tasks on time.

Plagiarism

Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a student's exclusion from a course. When you have any doubts about including the work of other authors in your assessment, please consult your trainer/assessor. The following list outlines some of the behaviours which may be defined as plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student
- Presenting the work of another individual or group as their own work
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the Internet

We treat plagiarism seriously. We may use Turnitin to check your submitted work.

Copyright

You must be careful when copying the work of others. The owner of the material may take legal action against you if the owner's copyright has been infringed.

Competency Outcomes

Each activity in this assessment tasks will be marked as either Satisfactory or Not Yet Satisfactory.

If your work is marked as Not Yet Satisfactory, you will be provided with feedback from your assessor. You will be required to make changes to your submission according to the feedback and re-submit during the term, ensuring your assessor will have at least 7 days to re-mark the work.

Do not leave assessment submissions for the last day. Re-submissions after the term has ended will incur additional fees.

Please note you will not be able to gain competency if any of your tasks are not deemed Satisfactory.

Reasonable Adjustment

Students with carer responsibilities, cultural or religious obligations, English as an additional language, identified and declared disability can request reasonable adjustments.

The Academic Manager and student's Trainer/Assessor must be notified if any reasonable adjustments are required. All evidence and supplementary documentation required for reasonable adjustments must be emailed to your Trainer or Academic Manager at your campus using the required application form.

Recognition of Prior Learning (RPL)

If you wish to apply for RPL, you must consult with the Academic Manager who will provide you with information on RPL process and the type of evidence required in order to be assessed.

You will be requested to complete an application form for RPL with accompanying evidence and pay the required fees.

You will also be notified prior to acceptance of costs incurred in changing your eCOE as a result of your course duration being reduced.

Applications for RPL must be submitted 21 days prior to the commencement of the course

For further information, please visit the following links:

https://cdn2.hubspot.net/hubfs/493380/0._Greenwich_Policies/10._Recognition_of_Prior_Learning_RPL_Policy_.pdf?t=1476931150860

RPL Application Form is available on our website www.greenwichcollege.edu.au

https://www.greenwichcollege.edu.au/greenwich-policies-and-procedures

Credit Transfer

If you have been deemed competent in particular unit as part of a prior qualification, you may be eligible for credit transfer. To apply for Credit Transfer, you must submit the following documentation to Greenwich Management College:

- Credit Transfer Application Form -available on our website www.greenwichcollege.edu.au

- Certified copies of your transcripts.

For further information on credit procedures please visit the following link:

- Sydney:
  https://gmc.instructure.com/courses/7/files/4468?module_item_id=2035
- Melbourne:
  https://gmc.instructure.com/courses/7/files/5360?module_item_id=2037

Re-assessment

You are eligible for a re-assessment at the discretion of the Academic Manager and/or Assistant Academic Manager and/or Trainer of Greenwich Management College.

For detailed information on the types of re-assessment and fees, refer to the re-assessment terms and conditions in your Student Handbook found in GOALS under Modules>Orientation.

If you have attempted the assessment but deemed as 'Not Yet Competent' (NYC), you are entitled to a re-assessment.

In this case, a re-assessment fee must be paid (in full) prior to the submission due date of a re-assessment. Please refer to our website www.greenwichcollege.edu.au.

If you have not attempted the assessments during the term when the unit was offered, you must pay a penalty fee of $250 per unit.

You can choose to do a re-assessment within twelve (12) weeks of receiving your final result. Once you have filled out the re-assessment form and have made the payment, you have seven (7) days to complete re-assessment and submit it via email to your trainer.

For further information on reassessment policies and procedure please visit the following links:

Terms and conditions of re-assessment

- Sydney:
  https://gmc.instructure.com/courses/7/files/4468?module_item_id=2035
- Melbourne:
  https://gmc.instructure.com/courses/7/files/5360?module_item_id=2037

- For reassessment forms and applications
  https://gmc.instructure.com/courses/7/pages/forms-and-applications?module_item_id=2043

Learning support

If you require further assistance in your learning, GMC encourages you to reach out to your Trainer and Assessor to discuss the areas that you believe you need further assistance with. If you require further support after consulting from your trainer, please see a Student Services Officer who can arrange a time to discuss your concerns with the VET Academic department.

Assessment appeals

If you do not agree with an assessment decision, you can lodge an assessment appeal as per GMC's assessment appeals process.

You have the right to appeal the outcome of assessment decisions if you feel you have been dealt with unfairly or have other appropriate grounds for an appeal.

If you do not agree with the assessment decision or believe that you have been unfairly treated, you can appeal the decision. You must discuss this with your assessor who has marked your assessment first. If you still do not agree with the assessment outcome, you may request for a re-assessment.

If you wish to lodge an assessment appeal, you must request this in writing to Greenwich Management College. For further information, please visit the following link:

- Sydney:
  https://gmc.instructure.com/courses/7/files/4468?module_item_id=2035
- Melbourne:
  https://gmc.instructure.com/courses/7/files/5360?module_item_id=2037
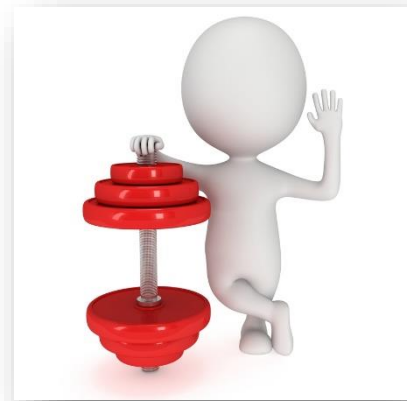
BSBPEF402 - Develop personal work priorities – Assessment Overview

This assessment evaluates your competency in the unit **BSBPEF402 - Develop personal work priorities:** https://training.gov.au/Training/Details/BSBPEF402

It comprises of different assessment tasks that use the following **assessment methods**:

- **Questioning** – subjective and/or objective written questions
- **Product-based** – structured assessment activities such as reports, displays, work samples, role-plays and presentations
- **Direct observation** – in a simulated off-the-job situation that reflects the workplace

To complete this unit satisfactorily, you are to complete **every assessment task satisfactorily** as instructed.

You are advised to commence work on your assessments from week 1 and all tasks must be submitted by their due date.
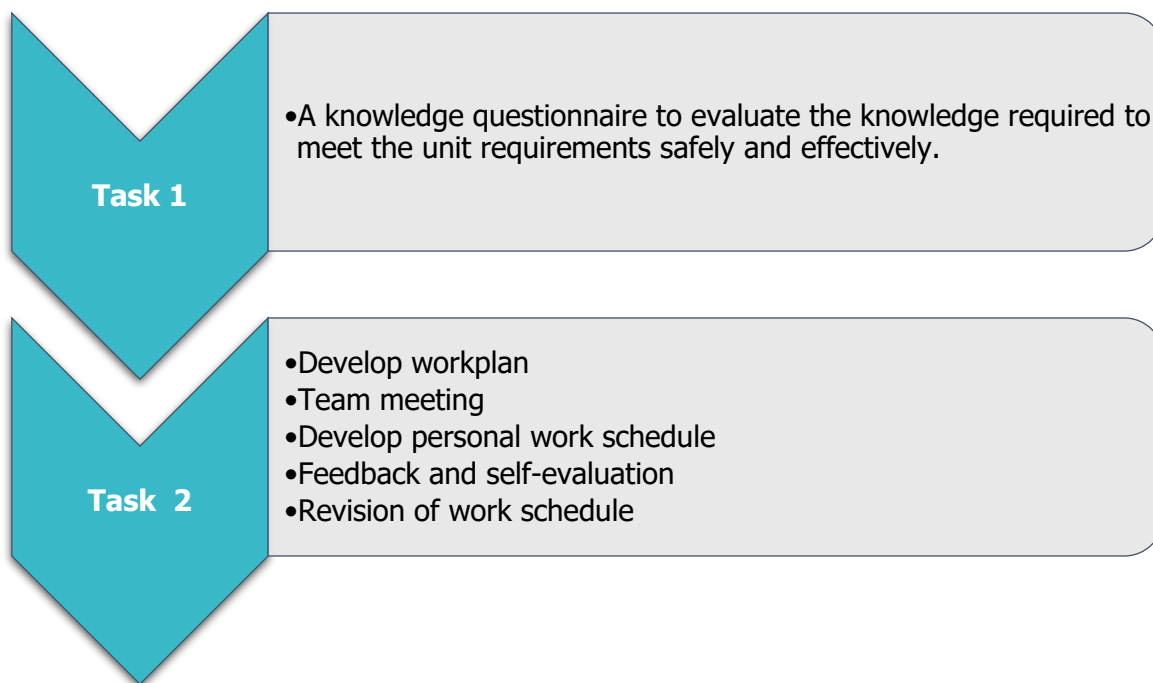
1. All assessments tasks must be completed and delivered individually. Where an assessment involves group discussions, you should consider the input of your group but submit an individual assessment to GOALS.

2. Please read all instructions on completing each assessment task. Instructions for completion are provided at the beginning of each assessment task.

3. All written answers must be typed in a word document.

4. Your trainer will not be able to assist you in answering questions. However, your trainer will address any issues concerning questions requiring further explanation.

5. You may refer to your Learner Guide or any other relevant resources when completing your assessment.

6. Assessments tasks are due for submission as specified in the assessment schedule. Any variations to this arrangement within the term must be approved by your trainer prior to the due date for submission.

7. You have access to computers which are equipped with a Microsoft suite of products or any other relevant software including a printing facility.

8. Use assessment tasks templates where provided, to complete relevant sections of the assessment.

9. You must achieve a satisfactory result for all assessment tasks to achieve competency in this unit.

10. All assessment answers should be submitted in GOALS to the trainer in the required format as per instructions with completed assessment cover sheet.

The assessment tasks for **BSBPEF402 - Develop personal work priorities** are included in this Student Assessment Tasks booklet and outlined in the assessment plan below.

To be assessed as competent for this unit, you must complete all the assessment tasks satisfactorily.

Assessment Tasks Plan

Task 1

- A knowledge questionnaire to evaluate the knowledge required to meet the unit requirements safely and effectively.

Task 2

- Develop workplan
- Team meeting
- Develop personal work schedule
- Feedback and self-evaluation
- Revision of work schedule

Suggested Assessment Schedule for progressive completion

Please see below a suggested schedule to work progressively on the assessment tasks.

Assessment submission dates are provided in GOALS.

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Week	Task
Week 1	Familiarise yourself with the assessment requirements and the scenario for assessment and the assessment requirements. **Task 1**: ○ Start work on Task 1 ready to submit by the due date. **Task 2.1A:** ○ Develop work plan for team
Week 2	**Task 2.1A, B**: ○ Conduct team meeting ○ Assess barriers for performance ○ Develop personal work schedule **Complete Task 1 and submit**
Week 3	**Task 2.1C**: • Start work on Task 2.1C: ○ Communicate work schedule to relevant personnel ○ Monitor own performance ○ Document variations between expected and actual performance
Week 4	**Task 2.1C**: • Complete work on Task 2.1C: ○ Communicate work schedule to relevant personnel ○ Monitor own performance ○ Document variations between expected and actual performance
Week 5	**Task 2.2**: • Start work on Task 2.2: ○ Seek and analyse feedback ○ Evaluate and reflect on own performance ○ Revise personal work schedule
Week 6	**Task 2.1C**: • Complete work on Task 2.2: ○ Seek and analyse feedback ○ Evaluate and reflect on own performance ○ Revise personal work schedule **Complete Task 2 and submit**

Assessment Preparation

Please read through this assessment thoroughly before beginning any tasks. Ask your assessor for clarification if you have any questions at all.

When you have read and understood this unit's assessment tasks, complete the **Assessment Cover Page**. Fill it out, sign it, and upload it in GOALS with your completed work.

Keep a copy of all of your work, as the work submitted in GOALS will not be returned to you.

Naming electronic documents

It is important that you name the documents that you create for this Assessment Task in a logical manner.

Each task should include:

- Course identification code

- Assessment Task number

- Document title (if appropriate)

- Student name

- Date it was created

For example, **BSBPMG522 Task 2 'Name of the document' Joan Smith 20.01.20**

Assessment Task Cover Sheet -Student Declaration

This must be filled out, signed and submitted together with your assessment responses. The Cover Sheet should be the first page of each task's submission.

Student Declaration

To be filled out and submitted with assessment responses

☐ I declare that this task and any attached document related to the task is all my own work and I have not cheated or plagiarised the work or colluded with any other student(s)

☐ I understand that if I If I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me

☐ I have correctly referenced all resources and reference texts throughout these assessment tasks.

☐ I have read and understood the assessment requirements for this unit

☐ I understand the rights to re-assessment

☐ I understand the right to appeal the decisions made in the assessment

Unit Title Unit Code		
Student name		
Student ID number		
Student signature		Date
Task Number		

If your work has been assessed as being not satisfactory, your assessor will include written feedback on GOALS giving reasons why. Your assessor will also discuss this verbally with you and provide advice on re-assessment opportunities as per **GMC re-assessment policy.**

Depending on the task, this may include

- resubmitting incorrect answers to questions (such as short answer questions and case studies)

- resubmitting part or all of a project, depending on how the error impacts on the total outcome of the task

- redoing a role play after being provided with appropriate feedback about your performance

- being observed a second (or third time) undertaking any tasks/activities that were not satisfactorily completed the first time, after being provided with appropriate feedback.

Assessment Task Summary and Instructions

These give information about questions to answer or tasks which are to be completed.

Written answer question guidance

The following written questions use a range of "instructional words" such as "identify" or "explain", which tell you how you should answer the question. Use the definitions below to assist you to provide the type of response expected.

Note that the following guidance is the minimum level of response required.

- **Analyse –** when a question asks you to analyse something, you should do so in in detail, and identify important points and key features. Generally, you are expected to write a response one or two paragraphs long.
- **Compare** – when a question asks you to compare something, you will need to show how two or more things are similar, ensuring that you also indicate the relevance of the consequences. Generally, you are expected to write a response one or two paragraphs long.
- **Contrast** – when a question asks you to contrast something, you will need to show how two or more things are different, ensuring you indicate the relevance or the consequences. Generally, you are expected to write a response one or two paragraphs long.
- **Discuss** – when a question asks you to discuss something, you are required to point out important issues or features and express some form of critical judgement. Generally, you are expected to write a response one or two paragraphs long.
- **Describe** – when a question asks you to describe something, you should state the most noticeable qualities or features. Generally, you are expected to write a response two or three sentences long.
- **Evaluate** – when a question asks you to evaluate something, you should do so putting forward arguments for and against something. Generally, you are expected to write a response one or two paragraphs long.

- **Examine** – when a question asks you to examine something, this is similar to "analyse", where you should provide a detailed response with key points and features and provide critical analysis. Generally, you are expected to write a response one or two paragraphs long.
- **Explain** – when a question asks you to explain something, you should make clear how or why something happened or the way it is. Generally, you are expected to write a response two or three sentences long.
- **Identify** – when a question asks you to identify something, this means that you are asked to briefly describe the required information. Generally, you are expected to write a response two or three sentences long.
- **List** – when a question asks you to list something, this means that you are asked to briefly state information in a list format.
- **Outline –** when a question asks you to outline something, this means giving only the main points, Generally, you are expected to write a response a few sentences long.
- **Summarise –** when a question asks you to summarise something, this means (like "outline") only   giving the main points. Generally, you are expected to write a response a few sentences long.

Resources and equipment

- Computer with Internet access

- Access to Microsoft Office suites or similar software

- Learning material

- Scenario for assessment document which includes relevant policy and procedures

- Templates provided in this assessment document

- Specific resources for the Task as specified under each Task

Performance Objective

The assessment comprises a mix of assessment methods to demonstrate your ability to:

- Define a project,

- Develop a project plan,

- Administer and monitor the project,

- Finalise the project,

- Review the project,

within a project management context.

Specifications

You are required to:

- Address each task in written format, unless otherwise specified,

- Complete every task as instructed,

- Read the assessment instructions carefully and address all the parts of the assessment task,

- Use your own words,

- Properly quote, cite and reference all external resources you may use,

- Practically apply the knowledge you have acquired in a workplace context,

- Provide examples to demonstrate understanding of topics when required,

- Take into consideration any relevant legislation, regulation and code of practice,

- Take into consideration relevant organisational policy and procedures,

- Interact with others where required,

- Use the learning resources provided and undertake additional independent research if needed.