

BSBLDR403 LEAD TEAM EFFECTIVENESS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Jonathan Van Der Merwe

Participant signature 

Date Click here to enter a date. 09/12/2021

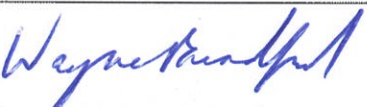
Assessor name _____

Assessor signature _____

Date Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including: • Developing a team work plan that provides – ○ Documentation of how it was generated and how it will be monitored ○ Incorporation of innovation and productivity measures • Communicating with team members and management to – ○ Identify and establish the team purpose, roles, responsibilities, goals plans objectives ○ Consult, encourage, support and provide feedback ○ Model team leadership behaviours and approaches ○ Resolve problems The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: • Meeting minutes (e.g. subcontractor meeting, HSE committee meeting) The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Nil		
Assessment of task		
Name of participant:	Jonathan Van Der Merwe	
Name of observer:	Wayne Bradford	
Role of observer (Confirm suitability to sign)	Finance Manager	
Email address of observer	wayne@dearthmoving.com.au	
Signature of observer:		
Date:	Click here to enter a date. 09/12/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☒	☒

1.C. Participate in and facilitate work team, including: • Leading and supporting team members in meeting expected outcomes, through delegation and work allocation • Actively encouraging team members to participate in and take responsibility for team activities and communication processes • Giving the team support to identify and resolve problems, issues and concerns • Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
Please see Observer notes Attached: Type text here

Observer Notes:

1A – 1st Occasion: It was observed that Jonathan had created a schedule of works (attached) with; key persons involved/ responsible, deadlines, resources required, risks associated, etc.

The schedule of works was created by the review of other tenders previously drafted by L&D and used as a checklist, for completeness sake.

On completion of the draft plan, the plan was provided to a 2nd senior party (myself – WB) for feedback on potential errors and omissions – relative to the issuing contract – for quality control purposes.

1A – 2nd Occasion: With the initial rejection of the tender application, a new round of activities/ requests were to be undertaken. Using the numerous new items requested, a new & additional checklist was created, to flag who, would be doing what, by the now shorter timeline, required.

Once all items were completed, the newly created details were copied and collated (in sequential order of the new requests) to ensure the updated (work) plan was completed and free from omission.

1B – 1st Occasion: Upon reviewing the initial contract and existing WH&S documentation, input (from LC) was sort to the tailoring of documentation, to the specific contract requests.

Upon taking these details and a consultation of edits, an updated version was submitted with the tender.

1B – 2nd Occasion: An L&D employee (MB) was shown a new compliance activity specific to this tender process. She was given the responsibility of processing all compliance and plant pack details, with some initial guidance and instruction. She was encouraged to take responsibility of her works (via self-review/ checking, double checking, etc) and instructed to seek assistance/ collaboration, as roadblocks developed.

Feedback (& gratitude) was provided at the end of this task, as to the efficiencies and effectiveness created of this process, with a view to there being more of this type of work occurring again in the future.

1C – 1st Occasion: Within the scope of works, certain items had to be delegated to other participants (for example: reviewing & updating pricing schedules – to WB; and reviewing & updating policies and procedures – to LC).

These participants were provided initial input as to what outcomes had to be achieved (for the various works), and upon completion of those works, a detailed review and consultation of those works, were conducted.

1C – 2nd Occasion: After the submission of the draft contract/tender, some issues and omissions were identified by the head contractor. A round table was then convened with key stakeholders of the process to date (being WB, IL, JVDM). From there, new responses and detailed explanations were considered and included, in a resubmission to the head contractor.

Jonathan modelled leadership behaviour - *by keeping his cool and keeping communication channels open, during several difficult conversations (on email & telephone)* - in trying to explain to the head contractor, why some of the application details were not provided or applicable. To verify this, the relationship is still intact and positive, and the tender has been accepted as explained.

1D – 1st Occasion: On several occasions, informal meetings and discussions were held with myself (WB) as to the progress and roadblocks, of the applications to date. In these informal meetings, timelines and solutions were monitored and discussed.

1D – 2nd Occasion: On several occasions, personal and speaker phone conversations were observed between Jonathan and the Directors of L&D (IL & JF), as to the progress and roadblocks of the application, in its progress.