

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

Michael John Formosa

Participant signature

M Formosa

Date

Click here to enter a date. 19-04-2020

Assessor name

Tony Karamatic

Assessor signature

Tony Karamatic

Date

Click here to enter a date. 7/07/2020

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

BSBLDR403 LEAD TEAM EFFECTIVENESS

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:	Michael John Formosa	
Name of observer:	IAN POLLEY	
Role of observer (Confirm suitability to sign)	TRAINEE	
Email address of observer	ian.polley@albem.com.au	
Signature of observer:		
7- Date:	Click here to enter a date. 7-7-2020	
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	☒	☐

[illegible]

BSBLDR403 LEAD TEAM EFFECTIVENESS

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:	MICHAEL JOHN FORMOSA	
Name of observer:	IAN POLLEY	
Role of observer (Confirm suitability to sign)	TRAINEE	
Email address of observer	ian.polley@albem.com.au	
Signature of observer:		
Date:	Click here to enter a date. 7-7-2020	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd 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	☐	☒

Practical Assessment - BSBLDR403 Lead team effectiveness

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

ASSESSOR COMMENTS

BSBLDR403 - Lead Team Effectiveness

Practical Task –

Developing a teamwork plan,

Documentation of how it has been generated and monitored.

Incorporation of innovation and productivity measures.

Communicating with team members and management to,

Identify and establish the team purpose, and roles, responsibilities, goals plan objectives.

Consult, encourage, support and provide feedback

Model team leadership behaviours and approaches

Resolve problems.

The purpose of this workplan is to provide a methodology and process outlining how the survey team is to carry out its role and responsibilities in directing, gathering and processing survey data as required by the principal contractor to assist and satisfy its responsibilities within the contract.

Introduction and Background.

The idea behind the workplan is derived to ensure coordination between the principal contractor management and the survey team. To ensure survey request based on the work program and actual construction are carried out in a timely manner with little disruption to the on-flow of on-site work. To ensure that the field data collected is managed with accountability through a data collection and data management program.

Determine the Goals, (General).

To establish a process of data collection, data management and processing for the principle contractor.

To maintain accountability and traceability of survey request through to survey data collection, processing and reporting.

To provide principle contractor with timely survey reports and data.

To monitor the efficiency, performance and workload of the survey team.

Objectives, (Specific).

To establish a process of data collection, data management and processing for the principle contractor.

On commencement the field surveyor shall be inducted to the work site be given detail instructions on the process and responsibilities of this work plan.

Survey requests shall be received by the senior surveyor from the principal contractors Quality Control Team, the work/survey request will be directed to the field surveyor/s with the Survey Request Number, Lot Number, Description of Works and Timings. The field surveyor will also be given the details of the responsible site co-ordinator.

To maintain accountability and traceability of survey request through to survey data collection, processing and reporting.

Request Log Management (Spread Sheet)

A spread sheet shall be prepared at the commencement of the project or one adopted from the principal contractor with information pertaining to the request date, survey request number, lot number, description, responsible person. Additional to this information the allocated field surveyors initial, date of survey, processing surveyor, date of process, date of report, and recipient shall be added.

Survey Data Management (12D Synergy)

12D Synergy is a server base Project/Data management program linking 12D Engineering Cad software and other Office based software programs including Outlook.

On completion of the field task, the surveyor shall download their data in their own relevant download folder which will be set up on the surveyors commencement and the 12d project folder where they are able to, or another surveyor can, process the data directly in the assigned 12d project. Dependent on the expertise of the field surveyor and workload they themselves may continue to process the field data through to the reporting stage.

Once processed in 12d, the data, depending on the requirements of the survey request, shall be submitted in a report form including a diagrammatic plot of the assigned area/lot with reference to the control alignment. The report and plot shall be referenced by the Survey Request Number and Lot Number and Description with the Surveyors initial date of Survey and Report. A reference to the Field File and 12d Project Name shall also be noted. The report file and plot shall be saved in the Correspondence Folder with subheadings of Year and Months.

On submitting the report file to the principal contractor/representative the additional information outlined above in the spread sheet shall be completed by the senior surveyor or the surveyor who processed the data. At this stage, the senior surveyor shall be advised via email as to the progress of the original survey request.

The centralised file structure and naming convention allows for the traceability of, and efficiency when recalling the raw field, the processed data for later use and instant recall of survey result provided to the Principal Contractor. It allows for transferability, multiteam access and processability of the data.

To provide principle contractor with timely survey reports and data.

The spreadsheet can be monitored on a daily, weekly and prior to End Of Month reporting to ensure all scheduled survey works have been carried out or need to be rescheduled or redirected to another team member. It provides documentation of the works being requested are carried out in a timely manner, traceability of the survey data collated, processed and reported.

To monitor the efficiency, performance and workload of the survey team.

The secondary purpose of the spread sheet is to provide documented evidence of the efficiency of the survey work team and the workload required by the project and its representatives. This information can be used to monitor the staffing levels of the survey work team and to provide feed back as to the individual performance of the survey team members. Dependant on the size of the project It also can ensure professional development of the survey team by the distribution of, and the possibility of working under supervision of more technical work and office management.

The third element of the workplan process as base platform, provides the opportunity to modernise and streamline the process by implementing a reporting and review process/procedure within the survey team members and with the principle contractors' representatives. This review process provides an opportunity to resolve any issues as to the works being requested for and carried out by the survey team.

An Example of the Workplan Methodology

The Surveyor shall create a new field job in their controller using the following method

Reverse Date – Surveyors Initials - Work Code – Survey Request Number/Lot Number.

ie. 200612MF AB SR405/SBP-EF-100

On completion of the field work, the surveyor shall export data using the 12d format using the job name.

ie. 200612MF AB SR405/SBP-EF-100.fld

The exported .fld file and Job file shall be placed in the individual Surveyors Download Date Folder.

TRIMBLE

DOWNLOAD FILES

2020

MAY

BG

EO

MF

200612MF AB SR405/SBP-EF-100.job

200612MF AB SR405/SBP-EF-100.fld

JUNE

JULY

The .fld file shall also be placed in the relevant 12d project file

12D

DESIGN

BRIDGES

CULVERTS

ROAD ALIGNMENT

ASCONSTRUCTED

BRIDGES

BR01

200612MF AB SR405/SBP-EF-100.fld

BR02

CULVERTS

ALIGNMENT CONSTRUCTION

DETAIL SURVEY

CONTROL

Survey Request Number -

ISSUE DATE: _____

ATTN TO: _____

Description: _____

Aim/Purpose of
request:

Requested By: _____

Ph #: _____

Resp Supervisor: _____

Supervisor Ph #: _____

DATE REQUIRED ON SITE: _____

TIME: _____

EMAIL RESULTS TO: _____

Special Requirements / Notes

Authorised Representative:

Project & Area: