

BSBWOR501

MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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.
 - Your 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 another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name

Lauren Symonds

Participant signature

Symonds

Assessor name

Grace Martin

Assessor signature

G Martin

Date

Click here to enter a date. 1/6/20

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☒	☐

ASSESSOR COMMENTS

Lauren has adapted well to the ongoing changes & requirements within the business & has created a good rhythm to meeting the demands of her role.

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Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. These tasks may be simulated or real. 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. 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: Project documentation, Technology to manage work priorities/commitments.	
Assessment of task	
Name of participant:	Lauren Symonds
Name of observer:	Grace Martin
Role of observer (Confirm suitability to sign)	Manager
Email address of observer	grace@rhmbi.com.au
Signature of observer:	
Date:	Click here to enter a date. 1/6/20
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☒
1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E. Identify and develop new skills to achieve and maintain a competitive edge.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

see assessor comment



RHM Building Innovations
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21 May 2020

BSBWOR501

Manage Personal Priorities and Professional Development

1 Establish personal work goals

1.1A – Serve as a positive role model in the workplace through personal work planning

I actively maintain a positive role within the team at RHM Building Innovations, by managing my priorities for the day. I use scheduling tools such as a daily task list, uses Outlook calendar for reminders of tasks to be completed, and Service M8 to log details of actions taken for customers.

1.1B – Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.

My role in RHM Building Innovations is to ensure the projects for clients are observed, maintained and organised from start through to finish in a timely manner, ensuring each phase of the project is met on time and consistently keep clients up to date with their projects. This aligns with RHM's goals to maintain that our projects are completed within the timeframes that have been agreed on, and at a high level of quality and customer satisfaction.

1.1C – Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.

I set myself a personal standard to maintain a professional attitude during any work conditions. The standard is to be courteous, friendly, and attentive to both clients and other team members.

2 Set and meet own work priorities

1.2A - Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.

I can work unsupervised and within a team, to identify work task priorities that have competing demands and to complete them in an efficient and timely manner. This includes identifying how much time is required to complete a task and when they need to be completed by. If information is required for a task that is provided by another busy team member, (example – a site measure for the council application) I can work with my colleague to organise that the information is provided while taking into consideration both workloads.

1.2B - Use Technology efficiently and effectively to manage work priorities and commitments

I daily use Service M8 – a job management tool for trades and services, to log daily activities or tasks undertaken for the specific clients. I am efficient in Microsoft excel, word, outlook, MYOB, and ConXSteel (a program to design steel sheds, carports, patios and steel structures). I constantly use these programs to maintain efficient and effective work priorities and commitments.



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1.2C - Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.

To maintain appropriate work-life balance, I work 4 days a week and have a 3-day weekend. This is my preferred work week as I get more time to relax and am still able to meet my work commitments during the 4 consecutive days that I do work. I aim to work out three times a week as exercise is good for your body and is shown to produce endorphins to combat stress. I also aim to eat a balanced diet.

3 Develop and maintain professional competence

1.3A - Assess personal knowledge and skills against competency standards to determine development needs, priorities, and plans.

I have a good understanding and knowledge about the steel shed industry that I work in. I meet the competency standards to efficiently complete tasks. My skills could be developed further by having a better structural knowledge for plans, and to recall in-depth information about projects.

1.3B - Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.

Generally, ask for feedback from clients at the end of a project to provide their advise on their experience with dealing with myself and the RHM team. I am able to discuss with other team members to see if I can improve on tasks that they too are involved in and can provide insight. Lastly during the yearly staff evaluation, feedback is provided by my employer.

1.3C - Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.

I identified that my skills in project management needed to be developed so that I could manage projects more efficiently and effectively. One of the ways to develop opportunities was to review where I was lacking, and to take action for it. My learning style is suited more to online courses as it allows me to manage my busy life and work style. As a result I am doing this diploma course.

1.3E - Identify and develop new skills to achieve and maintain a competitive edge.

I have identified skills that helps me understand large contracts, and developed organisational skills specific to helping RHM Building Innovations.

Participant: Lauren Symonds

Observer: Grace Martin

Signature: _____

Signature: _____

Date: _____

Date: _____