

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

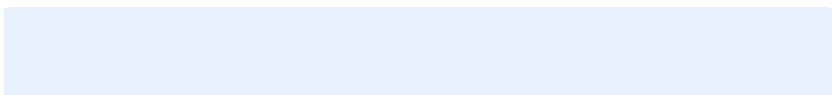
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 Christine Marcek

Participant signature 

Assessor name _____

Assessor signature 

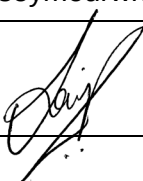
Date [Click here to enter a date.](#)

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

ASSESSOR COMMENTS

BSBWOR501

MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

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:	Christine Marcek
Name of observer:	Ravi Prasad
Role of observer (Confirm suitability to sign)	National Environment and Sustainability Manager
Email address of observer	Ravi.Prasad@seymourwhyte.com.au
Signature of observer:	
Date:	7/10/2020
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

When evaluating Christine's ability to influence others in a positive way, it is evident she is successful in this as demonstrated by her interactions with both peers and senior management. Christine holds herself to high standards and this is reflected in her expectations of others. With a positive approach, Christine is able to obtain buy in from stakeholders at a range of levels. Christine has a demonstrated capability to plan and deliver outcomes in a way that is reflective of SWC's core values, often under stressful or time constrained conditions or with conflicting priorities.

Christine's employment responsibilities include sub-reporting lines to three managers in addition to her primary manager; she is extremely effective at balancing the needs of all four managers in addition to her personal family life. She is an excellent communicator and displays responsive prioritisation to meet the changing demands of the business, often on a daily or hourly basis. Christine utilises calendar reminders, meeting requests, phone hook ups, zoom meetings as well as work from home days to balance work and home commitments. When queried, Christine was able to discuss in detail the importance of mental health and the need to continually self-evaluate and take steps when required to mitigate undue stress.

Christine used the annual performance appraisal process in September this year to demonstrate her ability to develop and maintain professional competence; her approach to this process clearly verified her understanding and ability to obtain input from peers and senior managers, identify gaps and develop means of improvement. Christine is an effective communicator and excels at developing and maintaining working relationships, which she uses to expand her professional knowledge and experience in a constructive manner.