

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.

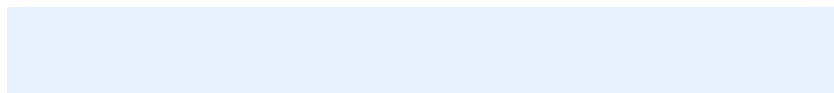
Participant name Craig Silva

Participant signature



Assessor name

Assessor signature



Date

Click here to enter a date.

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

ASSESSOR COMMENTS

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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:	Craig Silva
Name of observer:	John Doherty
Role of observer (Confirm suitability to sign)	Project Manager - City Electrical Services
Email address of observer	john.doherty@cityelectrical.com.au
Signature of observer:	
Date:	12th May 2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
A. Serve as a positive role model in the workplace through personal work planning.	✓
B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	✓
C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	✓
2 Set and meet own work priorities	
A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	✓

B.	Use technology efficiently and effectively to manage work priorities and commitments.	✓
C.	Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	✓
3 Develop and maintain professional competence		
A.	Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	✓
B.	Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	✓
C.	Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	✓
D.	Participate in networks to enhance personal knowledge, skills and work relationships.	✓
E.	Identify and develop new skills to achieve and maintain a competitive edge.	✓
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

