

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:	Jackson Wilson	
Name of observer:	David Hudd	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	Dave@rhbs.net.au	
Signature of observer:		
Date:	23/08/2021	
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.		☒