

BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

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 Sophie Scott

Participant signature 

Assessor name _____

Assessor signature _____

Date Click here to enter a date. 24/06/2020

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

ASSESSOR COMMENTS

BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to lead teams in the workplace and to actively engage with the management of the organisation. 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, Office equipment and resources.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Kirsty Dykes
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Kirsty.dykes@aurecongroup.com
Signature of observer:	
Date:	24/06/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish team performance plan	
1.1A. Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives.	☒
1.1B. Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team.	☒
1.1C. Support team members in meeting expected performance outcomes.	☒
2 Develop and facilitate team cohesion	
1.2A. Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team.	☒
1.2B. Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities.	☒
1.2C. Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.	☒
1.2D. Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.	☒

3 Facilitate teamwork	
1.3A. Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes.	☒
1.3B. Support the team in identifying and resolving work performance problems.	☒
1.3C. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders.	☒
4 Liaise with stakeholders	
1.4A. Establish and maintain open communication processes with all stakeholders.	☒
1.4B. Communicate information from line manager/management to the team.	☒
1.4C. Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders.	☒
1.4D. Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Given the nature of Sophie's current role and the current stage of the project Sophie is limited in what on hands development and training she can be a part of.

We have been able to discuss the construction world V the consultancy world and how two separate companies lead and manage teams with effective communications and procedures.

We discussed the processes of how to recognise and raise issues or concerns to management.

Sophie provided examples of her communication and interaction between external and internal stakeholders.

BSBPMG515 MANAGE PROJECT HUMAN RESOURCES

PRACTICAL ASSESSMENT INSTRUCTIONS

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 - Alternate tasks must be fully documented by the assessor.

Participant name Sophie Scott

Participant signature 

Assessor name _____

Assessor signature _____

Date Click here to enter a date. 24/06/2020

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

ASSESSOR COMMENTS

BSBPMG515 MANAGE PROJECT HUMAN RESOURCES

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel documentation.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Kirsty Dykes
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Kirsty.dykes@aurecongroup.com
Signature of observer:	
Date:	24/06/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects	
1.1A. Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	☒
1.1B. Establish project organisation and structure to align individual and group competencies with project tasks.	☒
1.1C. Allocate personnel to the project to meet planned work outputs throughout project timeline.	☒
1.1D. Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	☒
2 Implement project personnel training and development	
1.2A. Negotiate, define and communicate clear project role descriptions.	☒
1.2B. Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	☒
1.2C. Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	☒
3 Lead project team	
1.3A. Implement processes and take action to improve individual performance and overall project effectiveness.	☒

1.3B.	Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	☒
1.3C.	Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	☒
1.3D.	Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	☒
4 Finalise human resource activities related to projects		
1.4A.	Disband project team according to organisational policies and procedures.	☒
1.4B.	Identify and document human resource issues and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Given the nature of Sophie's current role with Watpac, Sophie has limited interaction with HR requirements with her current experience being through performance reviews, witnessing communication between internal and external parties / stakeholders and the implementation of team activities to improve morale. An in-depth discussion around Aurecon and Watpac's policies and procedures were discussed at length so that Sophie has a strong understanding of HR aspects from different perspectives.

BSBPMG518 MANAGE PROJECT PROCUREMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

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 - Alternate tasks must be fully documented by the assessor.

Participant name Sophie Scott

Participant signature 

Assessor name _____

Assessor signature _____

Date Click here to enter a date. 24/06/2020

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

BSBPMG518 MANAGE PROJECT PROCUREMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to undertake procurement in projects.	
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, Organisational documentation relevant to procurement and contracts.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Kirsty Dykes
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Kirsty.dykes@aurecongroup.com
Signature of observer:	
Date:	24/06/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine procurement requirements	
1.1A. Seek input from stakeholders to identify procurement requirements.	☒
1.1B. Establish and maintain, within delegated authority, agreed procurement management plan.	☒
2 Establish agreed procurement processes	
1.2A. Obtain information from suppliers capable of fulfilling procurement requirements.	☒
1.2B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.	☒
1.2C. Obtain relevant approvals for procurement processes to be used.	☒
3 Conduct procurement activities	
1.3A. Identify and act according to probity and project governance constraints.	☒
1.3B. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.	☒
1.3C. Solicit vendor responses according to proposal requirements.	☒

1.3D.	Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.	☒
1.3E.	Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.	☒
4 Implement and monitor procurement		
1.4A.	Implement established procurement management plan and make modifications in line with agreed delegations.	☒
1.4B.	Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement.	☒
1.4C.	Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.	☒
5 Manage procurement finalisation procedures		
1.5A.	Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.	☒
1.5B.	Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.	☒
1.5C.	Document lessons learned and recommended improvements for application to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Sophie and I have had in-depth discussions regarding the above line items for procurement and managing procurement processes. Sophie has been involved in the process of procurement which includes providing samples to the client for sign off, management of products on arrival to site and them being dispersed to the sub-contractors as required. Sophie provided examples of how she would progress items through the correct and current governance path through to the Contract Administrator and onto Aurecon.

BSBPMG519 MANAGE PROJECT STAKEHOLDER ENGAGEMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

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Participant name Sophie Scott

Participant signature



Assessor name

Assessor signature

Date

Click here to enter a date.

24/06/2020

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

ASSESSOR COMMENTS

BSBPMG519 MANAGE PROJECT STAKEHOLDER ENGAGEMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage stakeholder relationships.	
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.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Kirsty Dykes
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Kirsty.dykes@aurecongroup.com
Signature of observer:	
Date:	24/06/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify and address stakeholder interests	
1.1A. Identify stakeholders relevant to project objectives.	☒
1.1B. Segment stakeholder interests and determine forms of engagement	☒
1.1C. Consider interests of stakeholders when considering and advising on project management issues.	☒
1.1D. Identify and implement actions to address differing interests where required.	☒
2 Manage effective stakeholder engagement	
1.2A. Support development of team members' interpersonal skills in effective stakeholder engagement.	☒
1.2B. Distribute team work effectively to ensure defined project roles are followed.	☒
1.2C. Identify and clarify stakeholder behavioural expectations, where required.	☒
1.2D. Openly lead stakeholder performance reviews.	☒
1.2E. Identify and address individual development needs and opportunities to support stakeholder engagement.	☒

3 Manage stakeholder communications	
1.3A. Determine and document stakeholder communication needs.	☒
1.3B. Ensure relevant stakeholders agree to communication method, content and timing of engagement.	☒
1.3C. Communicate information as planned and in line with authority levels, identifying and addressing variances.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

In Sophie's role she has identified the stakeholders of the project and identified the stakeholders with whom Sophie has communication with and the level of communication with the individuals.

We have discussed the stakeholder roles and how these vary between person/s and further discussion around the governance process and implementation of documentation to support stakeholders but also including Sophies growth and understanding of behavioural expectations of all parties.

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

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Participant name Sophie Scott

Participant signature



Assessor name

Assessor signature

Date Click here to enter a date.



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

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:	Sophie Scott
Name of observer:	Kirsty Dykes
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Kirsty.dykes@aurecongroup.com
Signature of observer:	
Date:	24/06/2020
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

Sophie has demonstrated a clear and concise understanding of the importance of work life balance and seeking feedback on her performance to develop her skills and relationships.

Sophie utilises many fields of technology in conjunction with face to face weekly meetings and paper 'to do' lists.

We discussed the importance of relieving stress and Sophie provided details around her after work activities which includes walks with friends or the attending the gym. Sophie also described how she has been involved in events which are sponsored by her employer allowing her to communicate and grow her network inside and outside of the industry.