

Australis



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# LEARNER ASSESSMENT PACK

## **BSBPEF501**

Manage personal and  
professional  
development

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# Learner Assessment Pack

## Assessment Delivery



## Learner Information

This **Learner Assessment Pack** is designed for you to complete the assessment for **BSBPEF501 - Manage personal and professional development (Release 1)** It may refer to your own workplace/organisation, or to a simulated business provided by your assessor.

The assessment tasks include **Short Answer Questions** where you need to demonstrate your knowledge and understanding of the unit, and the **Practical Assessment**, where you need to demonstrate your skills required in the unit. It is recommended that you complete the Practical Assessments in your own workplace/organisation. If you don't have access to a real workplace, you can complete the assessment in a simulated environment where resources and conditions similar to a workplace must be accessed. Ensure to discuss this with your assessor prior to commencing with the assessment.

Each Learner Assessment Pack is made up of four parts:

### Assessment Delivery

Learner Information

Steps for Learner

Assessment Agreement

### Assessment Tasks

Assessment Tasks with Assessor Marking Guide, including:

- Short Answer Questions
- Practical Assessment

### Assessment Workbook Checklist

Assessment Workbook Checklist

### Recording

Record of Assessment

Before you commence your assessment, ensure that you have a good knowledge of the subject, have thoroughly read your Learner Resource, and clearly understand the assessment requirements and the expectations of the industry to which the assessment is related.

Assessments are designed to be completed using the industry/organisation of the learner, but your Registered Training Organisation (RTO) may assist them by contextualising the unit to be completed in a simulated workplace environment.

You will be required to demonstrate knowledge and skills which must be observed directly by your assessor. Where the observation task may be difficult for the assessor to directly observed, a video recording of the practical observation task must be submitted as supplementary evidence. Verification from at least one third-party signatory, and preferably two or more witnesses is required to confirm your demonstration of these practical knowledge and skills. These witnesses would usually be your current or recent supervisors, or your assessor.

The practical assessment tasks may be completed using your own workplace, a simulated environment, or a mix of both, as instructed by your assessor. To contextualise this assessment to your industry/organisation, you may be asked by your assessor to provide additional information based on your industry/organisation.

Instructions are given for each task. If you have questions, or unclear how to proceed, consult with your assessor.

Records of all aspects of the assessment must be kept in your Learner Assessment Pack

The record of assessment is a **legal document** and must be signed, dated, and a copy stored as required by your Registered Training Organisation (RTO).

## Steps for Learners

### Your Learner Assessment Pack:

1. Upon receiving your Learner Assessment Pack, discuss with your assessor the expectations and requirements of this assessment. You may also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Discuss with your assessor if you intend to undertake the practical assessment tasks based on your employing organisation, in a simulated business, or in a mix of both.

2. Your Learner Assessment Pack is where you will get the task information. Complete each task as instructed using either your own workplace, or using a simulated business, as discussed with your assessor.
3. After you complete your assessment, gather and submit your evidence documents as detailed in the task(s) in the timeframe agreed with your assessor.

Your assessor will advise you if there are any further steps for you to take to satisfactorily complete this assessment.

## Reasonable Adjustment

*Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre*

Reasonable adjustment in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

### Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that learners with a disability have:

- The same learning opportunities as learners without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

**Reasonable adjustment applied to participation in teaching, learning and assessment activities can include:**

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure learners needs continue to be met

### Assistive/Adaptive Technologies

Assistive/Adaptive technology means 'software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities' (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

### **IMPORTANT:**

**Reasonable adjustment made for collecting learner assessment evidence must not impact on the standard expected by the workplace, as expressed by the relevant unit(s) of competency. For example, if the assessment were gathering evidence of the learner's competency in writing, allowing the learner to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.**



## Resources Required for Assessment

To complete the Practical Assessment tasks, you will require access to:

- Computer with internet and email access, and a working web browser
  - Installed software: Word, Adobe Acrobat Reader
  - Technology to plan and prioritise work tasks. Technology can include the following:
    - Cloud based applications.
    - Shared calendars.
    - Virtual meeting technology.
  - A workplace, or a simulated workplace environment that will allow you access to:
    - Information relevant to research you will be conducting throughout this assessment.
    - Workplace documentation including:
      - Job description of each team member identified in *Workplace Project Task 1*.
      - Organisational framework for development of work goals.
      - Organisation's goals
- Your organisation's goals can be found in documents such as:*
- *Business plan*
  - *Operational plan*
  - *Strategic plan*
  - *Organisation's code of conduct*
  - Organisation's performance standards
- Workplace templates, including or like the following:
    - Meeting minutes
    - Success Performance Plan

- People, including:
  - At least two team members for the following tasks:
    - *Workplace Project Task 1*
    - *Workplace Project Task 2*
  - At least two relevant personnel who can give feedback on learner's development needs.

*Relevant personnel include:*

    - *Mentors*
    - *Managers*
    - *Human Resources (HR) officers*
    - *Learning and Development (L&D) officers.*
- Opportunity to:
  - Facilitate access to personal and professional development activities.
  - Participate in personal and professional development activities.

## Accessing Intranet Pages

Some assessment tasks may require you to access specific pages from the simulated business, Bounce Fitness. Links to these pages are formatted in [Blue Text](#).

To access these, hold the **Ctrl key for Windows users** while clicking on these links. **For Mac users**, directly click the link.

The simulated business, Bounce Fitness, can be accessed by going to <http://bouncefitness.precisiongroup.com.au>.

Login to Bounce Fitness using the username and password provided by your Registered Training Organisation (RTO).



# Assessment Agreement

**Instructions:**

Complete this section in the **Learner Assessment Pack** for each learner.

1. Discuss each section of the **Assessment Agreement** with the learner to identify the Delivery Method and Assessment Pathway to be undertaken, and to ensure that the Assessment Conditions and **Resources Required** are present in the assessment environment.
2. Tick each section as applicable to the learner’s situation.
3. Have the learner and you sign the confirmation at the end of this agreement.

Please tick at least one of the following for each section:



**Delivery Method**

- Classroom
- Small Group
- One-on-One
- Online
- Other (please describe)

**Assessment Pathway (for Practical Assessment)**

- Learner’s Organisation (Pre-assessment meeting conducted)
- Simulated Workplace Environment (Contextualised by RTO)



<b>Assessment Conditions</b>	
Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry. This includes access to:	
Challenges and situations to demonstrate the application of performance evidence.	<input type="checkbox"/>
Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.	

I confirm that the activities and assessment completed for this unit are my own work, and comply with all relevant copyright and plagiarism rules.

I understand that if there is any doubt in the authenticity of any piece of my assessment submission, I can be orally examined, and the signatory of evidence records may be contacted.

<b>Learner's name</b>			
<b>Learner's signature</b>		<b>Date</b>	
<b>Assessor's name</b>			
<b>Assessor's signature</b>		<b>Date</b>	

End of Assessment Agreement

# Learner Assessment Pack

## Assessment Tasks



## Tasks

Complete all tasks in this assessment as instructed. If you have questions, consult with your assessor.

## Contextualisation of Assessments by RTOs

Contextualisation is the process of modifying assessment tools to make learning more meaningful for your learners and their employers.

Precision Group (Australia) recommends that your RTO contextualise the assessment tools to suit particular industry requirements and specific organisational requirements before using them. Contextualisation must retain the integrity of the assessment and the outcome of the unit of competency



## Short Answer Questions

### Question 1

Listed below are aspects of personal and professional development.

Complete the table below by identifying the following:

- At least one principle in the management of each aspect of personal and professional development

*Principles refer to a fundamental concept or standard used in the workplace to manage personal and professional development.*

*Management involves performing, administering, and implementing to meet a goal.*

- At least one technique in the management of each aspect of personal and professional development.

*Techniques refer to a specific action to manage personal and professional development.*

	Principles Involved in Management	Techniques Involved in Management
a. Performance measurement		
b. Personal behaviour		
c. Self-awareness		





d. Personality traits identification		
e. Personal development plans		
f. Personal goal setting		
g. Task prioritisation		



Question 2

Listed below are aspects of personal and professional development.

Complete the table below by identifying the following:

- At least one principle in the organisation of each aspect of personal and professional development.

*Principles refer to a fundamental concept or standard used in the workplace to organise personal and professional development.*

*Organisation refers to planning or preparing to meet a goal.*

- At least one technique in the organisation of each aspect of personal and professional development.

*Techniques refer to a specific action to organise personal and professional development.*

	Principles Involved in Organisation	Techniques Involved in Organisation
a. Performance measurement		
b. Personal behaviour		
c. Self-awareness		



d. Personality traits identification		
e. Personal development plans		
f. Personal goal setting		
g. Task prioritisation		



Question 3

Answer the following questions about personal and professional development activities relevant to your industry.

*Personal development activities are activities that aim to better understand an individual’s qualities and potential.*

*Professional development activities are activities that aim to improve an individual’s performance in the workplace through continuous education or trainings.*

a. Identify your workplace/organisation.
b. Identify at least two common personal development activities applicable to your workplace/organisation.
i.
ii.
c. Identify at least two common professional development activities applicable to your workplace/organisation.
i.
ii.



Question 4

Complete the table below about technology to plan and prioritise tasks.

*Technology may include cloud-based applications, shared calendars and virtual meeting technology used in completing and streamlining work tasks.*

- Identify at least two examples of technology used in planning and prioritising work tasks.  
*Planning and prioritising work tasks refer to delegating, setting time frames, and accomplishing tasks based on their importance and urgency.*
- For each example identified, explain how each technology identified can be used in planning or prioritising tasks.

	Technology to Plan and Prioritise Work Tasks	Explanation of How Technology Can Be Used
<b>Work tasks</b>	i.	
	ii.	

Question 5

Complete the table below:

- a. Identify at least two techniques for each of the following:
  - Managing health in the workplace  
*Health refers to an individual’s physical or mental condition.*
  - Managing wellbeing in the workplace  
*Wellbeing refers to an individual’s overall health and job satisfaction.*
- b. For each technique identified, explain how each technique can be used in the workplace

Aspects of the workplace	Technique	Explanation of Technique
a. Health in the workplace	i.	
	ii.	
b. Wellbeing in the workplace	i.	
	ii.	



Question 6

Bounce Fitness is a premiere fitness centre in Australia Access the Personal Development Policy and Procedures and the Remedial Action Policy and Procedure Refer to those documents to answer the questions below.

Learn more about Bounce Fitness in the link below:

**Introduction**

<https://bouncefitness.precisiongroup.com.au/>

Access the following Bounce Fitness Personal Development Policy and Procedure document in the link below:

**Personal Development Policy and Procedures**

<https://bouncefitness.precisiongroup.com.au/policies-and-procedures/human-resource/>

Answer the following questions about Bounce Fitness’ human resources policies and procedures relevant to professional development.

*Professional development aims to manage and improve an individual’s work performance through continuous education or trainings.*

a. Explain the aim of the Personal Development Policy.

b. Identify three training courses available for staff to attend based on the Personal Development Procedure

I.

II.

III.

c. Briefly explain Further Education procedures of the Personal Development Policies and Procedures.
d. Outline the five principles of Personal Development.
i.
ii.
iii.
iv.
v.



## Practical Assessment

The **Practical Assessment** is a set of tasks that must be completed in a workplace, or in an environment with conditions like that of a real workplace.

To be assessed for this unit of competency, you must demonstrate your skills and knowledge to plan and prioritise own work tasks and monitor and obtain feedback on personal work performance.

The Practical Assessments in this workbook include:

### 1. Workplace Project Assessment

A series of tasks assessing the learner's practical knowledge and skills relevant to the unit of competency. This includes the learner completing workplace documents or similar as evidence of competent performance.

### 2. Workplace Practical Observation

A set of assessment tasks where the learner must demonstrate practical skills relevant to the unit of competency. These skills are to be demonstrated while being observed by the assessor.

#### **IMPORTANT!**

- All signatures/initials in your submissions, including yours, must be handwritten and dated. Submissions with signatures/initials must be scanned.
- The supervisor/observer who completes and signs your evidence submissions must provide their real name, contact number, and email address for your assessor's reference.
- Should you encounter issue or concerns regarding your assessment, contact your assessor.

## Workplace Project Assessment

### Project Overview

**This workplace project assessment requires you to:**

- **Develop and implement a plan for own personal and professional development.**
- **Manage personal and professional development of at least two other individuals.**

**This assessment is divided into six tasks:**

- Task 1: Assist Team Member Development of Work Goals
- Task 2 Facilitate Access to Personal and Professional Development Opportunities
- Task 3: Technology to Prioritise Work Tasks
- Task 4: Techniques to Manage Team Health and Wellbeing
- Task 5: Identify Development Needs
- Task 6: Participate in Personal and Professional Development Activities

This project requires you to complete the assessment tasks in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and/or submit any required documentation as evidence of task completion.

Before starting this assessment, your assessor will discuss with you these tasks, including instructions, resources, and guidance for satisfactorily completing them.

### You are required to:

- Complete the tasks within the time allowed, as scheduled in-class roll.
- Assist team members development of work goals.
- Facilitate access to personal and professional development opportunities.
- Use technology to prioritise work tasks.
- Identify techniques to manage team health and wellbeing.
- Identify development needs.
- Participate in personal and professional development activities.

### Resources Required for Assessment

Resources you need to access to complete the project assessment are outlined in the [Resources Required for Assessment](#) section of this workbook, and in the corresponding *Assessor's Checklist and/or Observation Form* of each task.

Discuss each requirement with your assessor before commencing with each task. They will organise the resources required for this assessment.

**IMPORTANT: Additional workplace resources may be required upon the contextualisation of this assessment.**

### Forms and Templates

Generic forms and templates are provided in the project tasks, unless otherwise specified. These can be accessed from the following link:

[BSBPEF501 Forms and Templates](#)

If you are currently in a workplace, use similar workplace templates and forms used by your organisation to complete each assessment task.

Discuss with your supervisor and your assessor first to ensure that the forms/templates you will use cover all criteria required by each assessment task.

Review these forms and templates with your assessor before starting the task.

## Task 1: Assist Team Member Development of Work Goals



### ASSESSMENT INSTRUCTIONS

Your assessor will observe you as you conduct a meeting with at least two team members and assist them in developing work goals, plans and activities.

You will be assessed on your practical skills to:

- Discuss the following:
  - At least one role of each team member
  - At least two responsibilities of each team member.
- Instruct team members to develop at least one of each of the following according to their role and responsibilities:
  - Work goal
  - Work plan
  - Work activity
- Assess the developed work goals, plans and, activities of each team member if it is aligned with their roles, responsibilities, and organisational goals.
- Provide feedback to each team member based on your assessment.
- Use active listening and questioning when giving feedback.
- Show support to team members as they develop their work goals, plans and activities.

*Showing support may be in the form of encouraging or boosting team members confidence during development.*

You must complete a meeting minutes during your meeting with team members.

Before starting this task:

- Access and review the following:
  - Organisational framework for development of work goals
  - Job description of each team member
  - Organisation's goals.

*Your organisation's goals can be found in documents such as:*

- *Business plan*
  - *Operational plan*
  - *Strategic plan*
  - *Organisation's code of conduct.*
- Review the following:
  - **Workplace Project Task 1 - Observation Form**
  - **Workplace Project Task 1 – Assessor's Checklist**

These forms outline the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.
- All practical skills you need to demonstrate to satisfactorily complete the observation task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

Submit a copy of the meeting minutes to your assessor.

As supplementary evidence, submit the following to your assessor:

- Copy of organisational framework for development of work goals.
- Copy of job description of each team member.
- Copy of the organisation's goals.

## Task 2: Facilitate Access to Personal and Professional Development Opportunities



### ASSESSMENT INSTRUCTIONS

This task will require you to facilitate access to at least one personal and one professional development opportunity for each team member from *Workplace Project Task 1*.

To complete this task, you must:

- Review the goals and plans and activities developed by the two team members in *Workplace Project Task 1*.
- Organise at least one of each of the following for each team member based on the goals and plans and activities of the two team members:
  - Personal development opportunity

*Personal development opportunities are activities that aim to improve an individual's qualities and potential. These can include:*

    - *Individual informal study*
    - *Coaching*
  - Professional development opportunities

*Professional development opportunities are activities that aim to improve an individual's performance in the workplace through continuous education or trainings. These can include:*

    - *Skills mentoring programs.*
    - *Shadowing*
- Communicate to team members that personal and professional development opportunities are available in the workplace.

Review **Workplace Project Task 2 – Assessor’s Checklist** before starting this task. This form outlines the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

You must submit:

- Evidence of organising personal and professional development opportunities for each team member. These can include:
  - Workplace Memo
  - Email
  - Letter of invitation
- Evidence of communicating access to personal and professional development opportunities for each team member. These can include:
  - Email correspondence
  - Meeting minutes
  - Video recording of the meeting conducted with two team members.

## Task 3: Technology to Prioritise Work Tasks



### ASSESSMENT INSTRUCTIONS

This task will require you to use technology to organise and prioritise work tasks and commitments.

To complete this task, you must:

- Access sources in the workplace where you can identify work tasks and commitments. These sources include:
  - Supervisor
  - Email containing work tasks
  - Task trackers used in the workplace.
- Identify at least one of each of the following based on your workplace sources:
  - Personal work task  
*Personal work tasks are tasks that only the learner is responsible for completing.*
  - Teamwork task  
*Teamwork tasks are tasks that the learner's team is responsible for completing*
  - Organisational work task  
*Organisational work tasks are tasks that will affect the entire organisation in the workplace.*
  - Identify at least one commitment based on each identified work task.
- Assess each task and commitment identified.
- Use technology to:
  - Organise the identified work tasks.
  - Prioritise identified work tasks based on their urgency from the identified commitments.  
*Technology can refer to the following:*
    - *Shared calendars*
    - *Cloud – based applications*
    - *Virtual meeting technology*



Review **Workplace Project Task 3 – Assessor’s Checklist** before starting this task. This form outlines the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

Submit evidence of organising and prioritising work tasks and commitments using technology.

Evidence can include:

- Shared calendars.
- Cloud - based applications.
- Virtual meeting technology.

As supplementary evidence, you must submit sources used to access work tasks and commitments in the workplace to your assessor.

Evidence can include:

- Written instructions from supervisor
- Email containing work tasks.
- Task trackers used in the workplace.

## Task 4: Techniques to Manage Team Health and Wellbeing



### ASSESSMENT INSTRUCTIONS

This task will require you to identify and implement at least one technique to manage team health and one technique to manage team wellbeing in the workplace.

To complete this task, you must:

- Research and identify at least one technique for each of the following:
  - Manage team health in the workplace.  
*Team health refers to a collective group's physical or mental condition in the workplace.*
  - Manage team wellbeing in the workplace.  
*Team wellbeing refers to a collective group's overall health and job satisfaction in the workplace.*
- Complete the tables in the following pages by:
  - Listing at least one of each of the following:
    - Technique to manage team health in the workplace.
    - Technique to manage team wellbeing in the workplace.
  - Citing at least three sources accessed to identify techniques to manage team health and team wellbeing in the workplace.  
*Use the citation style required by your organisation. If there is no required citation style within your organisation, discuss the style you will use with your assessor.*
- Implement each technique identified with the team.  
*Techniques can be implemented with the same team members from the previous tasks.*

Review **Workplace Project Task 4 – Assessor's Checklist** before starting this task This form outlines the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

You must submit:

- Workbook responses containing:
  - Identified techniques to manage team health and team wellbeing in the workplace.
  - Citations of at least three sources accessed to identify techniques to manage team health and team wellbeing in the workplace.
- Evidence of implementing each identified technique in the workplace. These can include:
  - Workplace memos
  - Email correspondence
  - Video recording of the technique to manage team health and wellbeing implemented in the workplace.

As supplementary evidence submit the sources they accessed when researching for techniques to manage team health and team wellbeing in the workplace. These can include:

- Excerpts or specific pages with information relevant to research.
- Books or other documents
- Online materials relevant to research.



Complete the table below:

- a. List at least one each of the following:
  - i. Technique to manage team health in the workplace.
  - ii. Technique to manage team wellbeing in the workplace.
- b. Cite at least three sources accessed to identify techniques to manage team health and team wellbeing in the workplace.

<b>Workplace/Organisation</b>	
<b>Your Work/Job Role</b>	
<b>Date Completed</b>	

<b>A. Technique for Managing the Following</b>	
	<b>Identified Technique</b>
a. Team Health	
b. Team Wellbeing	
<b>B. Citations of Sources Accessed</b>	
a.	
b.	
c.	

## Task 5: Identify Development Needs



### ASSESSMENT INSTRUCTIONS

This task will require you to identify at least two development needs and seek feedback from at least two relevant personnel to address each identified development need.

*Relevant personnel may include managers, mentors, human resources officers or learning and development officers in the workplace.*

Use your workplace/organisation's template to complete this task or use the **Success Performance Plan** template provided at Bounce Fitness site.

#### **PART A. Identify Development Needs**

To complete this task, you must:

- Access a copy of your organisation's performance standards.  
*Performance standards refer to an organisation's system to identify the accepted level of competence on the job.*
- Assess your performance in line with your organisation's performance standards.
- Partially complete your organisation's Success Performance Plan to address these development needs This must contain:
  - Learner's reflection on own performance against the organisation's performance standards.
  - Identification of at least two development needs.  
*Development needs refer to areas that the learner is not doing well in comparison to the organisation's performance standards.*
  - At least one goal for each development need
  - Plans to address each development need. Action plan must include:
    - At least one personal development activity
    - At least one professional development activity.
    - Expected outcome.
  - Leave the following sections blank. You will complete these in *Workplace Project Task 6*:
    - Actual outcome
    - Actual date of implementation

### Part B Seek Feedback from Relevant Personnel

You will be assessed on your practical skills to:

- Present the following from the partially completed Success Performance Plan:
  - Learner’s reflection on own performance against the organisation’s performance standards.
  - Identification of at least two development needs.
  - At least one goal for each development need
  - At least two action plans to address each development need Action plan must include:
    - At least one personal development activity
    - At least one professional development activity.
    - Expected outcome.
- Seek feedback if presented goals, and action plans address your identified development needs.
- Investigate and use a range of strategies to develop personal competence.
- Use active listening and questioning to seek and receive feedback.

*By the end of the consultation, learner and relevant personnel should have established what goal, and action plans the learner should identify to address each identified development need.*

You must complete a meeting minutes during your consultation with two relevant personnel.

Review the following before starting the task:

- **Workplace Project Task 5 – Assessor’s Checklist**
- **Workplace Project Task 5 – Observation Form**

These forms outline the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.
- All practical skills you need to demonstrate to satisfactorily complete the observation task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

Submit your partially completed Success Performance Plan to your assessor which contains the following information:

- Learner’s reflection on own performance against the organisation’s performance standards.
- Identification of at least two development needs.
- At least one goal for each development need
- At least two action plans to address each development need Action plan must include:
  - At least one personal development activity
  - At least one professional development activity.
  - Expected outcome.

You must also submit a copy of the meeting minutes to your assessor.

As supplementary evidence submit your organisation’s performance standards to your assessor.

## Task 6: Participate in Personal and Professional Development Activities



### ASSESSMENT INSTRUCTIONS

This task will require you to participate in at least one personal and one professional development activity identified in *Workplace Project Task 5*.

To complete this task, you must

- Review the partially completed Success Performance Plan from *Workplace Project Task 5*.
- Participate in at least one of each of the following identified in *Workplace Project Task 5*:
  - Personal development activity
  - Professional development activity
- Complete the following sections of the partially completed Success Performance Plan from *Workplace Project Task 5*:
  - Actual outcome
  - Actual date of implementation

Review **Workplace Project Task 6 – Assessor’s Checklist** before starting this task. This form outlines the following:

- Resources you are required to access to complete the task.
- All criteria your submission must address to satisfactorily complete this task.

Your assessor will discuss these resources with you, and the criteria outlined in this form prior to this assessment.

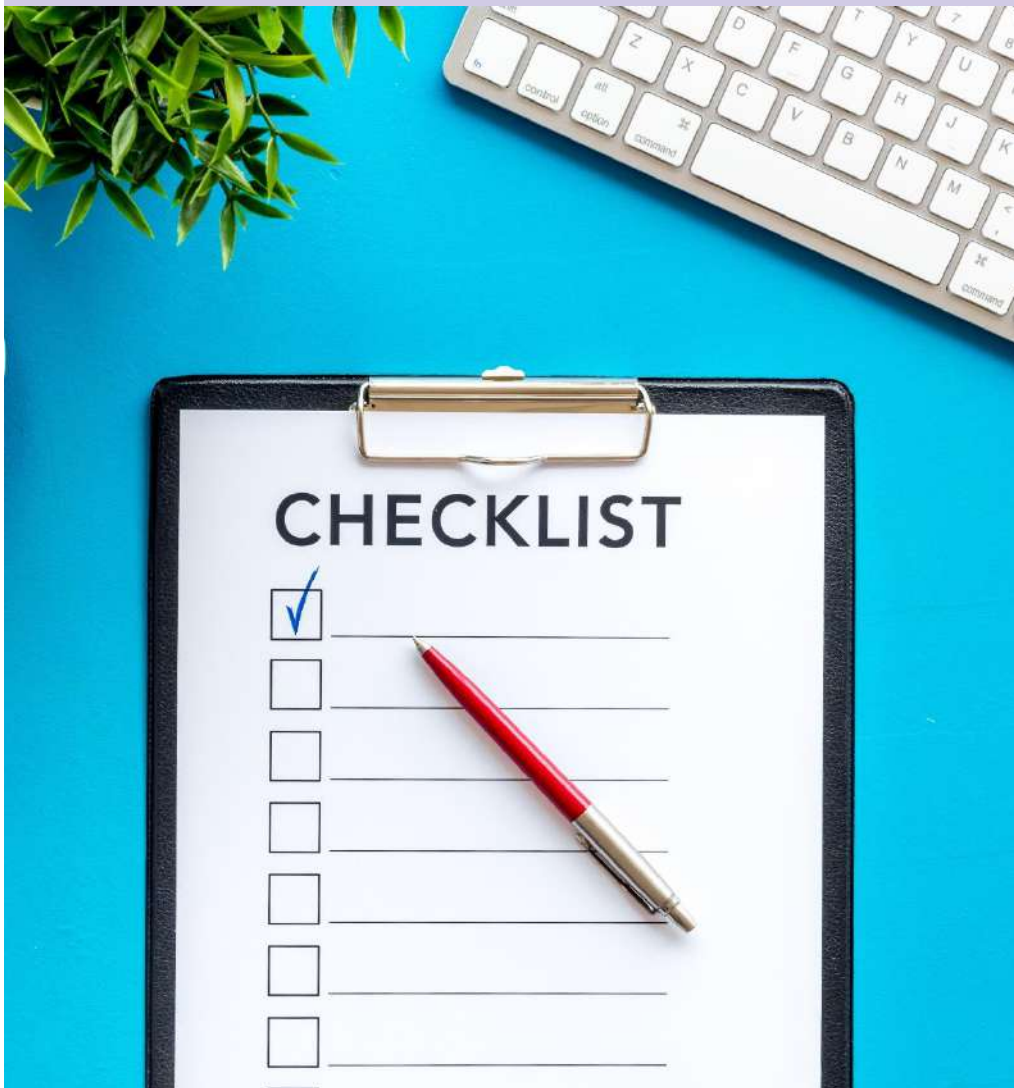
Submit evidence of the following:

- Participating in at least one personal and one professional development activity. These can include:
  - Certificate of participation
  - Invitation to the activity
  - Video recording of participation in the activity.
- Completed Success Performance Plan.



## Learner Assessment Pack

### Assessment Workbook Checklist





## Assessment Workbook Checklist

**Instructions:**

Your assessor will review your submissions against the checklist below. This section is to be completed by your assessor.

The learner has completed the Short Answer Questions in this workbook	✓
Short Answer Questions	<input type="checkbox"/>
The learner has completed the Practical Assessments in this workbook and has submitted all the required evidence:	✓
<b>Workplace Project Assessment</b>	
<b>Task 1: Assist Team Member Development of Work Goals</b>	
Meeting Minutes	<input type="checkbox"/>
Specify evidence submitted:	
<b>Task 2: Facilitate Access to Personal and Professional Development Opportunities</b>	
Evidence of Organising of Personal and Professional Development Opportunities	<input type="checkbox"/>
Specify evidence submitted:	
Evidence of Communication to Two Team Members	<input type="checkbox"/>
Specify evidence submitted:	
<b>Task 3: Technology to Prioritise Work Tasks</b>	
Evidence of using technology to organise and prioritise work tasks and commitments.	<input type="checkbox"/>
Specify evidence submitted:	
<b>Task 4: Techniques to Manage Team Health and Wellbeing</b>	
Workbook responses	<input type="checkbox"/>
Specify evidence submitted:	



Evidence of Implementing Techniques to Manage Team Health and Team Wellbeing Specify evidence submitted:	<input type="checkbox"/>
<b>Task 5: Identify Development Needs</b>	
Partially completed Success Performance Plan Specify evidence submitted:	<input type="checkbox"/>
Meeting Minutes Specify evidence submitted:	<input type="checkbox"/>
<b>Task 6: Participate in Personal and Professional Development Activities</b>	
Completed Success Performance Plan Specify evidence submitted:	<input type="checkbox"/>
Evidence of Participation In Personal and Professional Development Activities Specify evidence submitted:	<input type="checkbox"/>

# Learner Assessment Pack

## Recording





# Record of Assessment

**Instructions:**

This section is to be completed by your assessor.

**Assessment Details**

<b>Learner</b>	
<b>Course Code</b>	
<b>Unit of Competency</b>	BSBPEF501 - Manage personal and professional development
<b>Assessor Name</b>	
<b>RTO</b>	

Assessment Activity	Satisfactory	Needs more evidence
<b>Short Answer Questions</b>		
Short Answer Question 1	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 2	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 3	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 4	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 5	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 6	<input type="checkbox"/>	<input type="checkbox"/>



Assessment Activity	Satisfactory	Needs more evidence
<b>Workplace Project Assessment</b>		
Task 1: Assist Team Member Development of Work Goals	<input type="checkbox"/>	<input type="checkbox"/>
Task 2: Facilitate Access to Personal and Professional Development Opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Task 3: Technology to Prioritise Work Tasks	<input type="checkbox"/>	<input type="checkbox"/>
Task 4: Techniques to Manage Team Health and Wellbeing	<input type="checkbox"/>	<input type="checkbox"/>
Task 5: Identify Development Needs	<input type="checkbox"/>	<input type="checkbox"/>
Task 6: Participate in Personal and Professional Development Activities	<input type="checkbox"/>	<input type="checkbox"/>

Context Details	Satisfactory	Needs more evidence
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



Supervisor/Observer Verification Log					
Supervisor/Observer Name	Role in the Assessment	Contact Details	Date of Contact	Supervisor/Observer verifies the learner's submissions	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Assessor's Comments
<p><b>Remarks/feedback</b></p>          
<p><b>Details of further evidence required</b></p>          



Please tick the appropriate box.		Yes	No
Comments and further action required are noted in the Learner Assessment Pack		<input type="checkbox"/>	<input type="checkbox"/>
Results discussed and agreed to by the learner <b>You have the right to appeal the outcome of your assessment.</b>		<input type="checkbox"/>	<input type="checkbox"/>
The Learner is		<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent	
<b>Assessor's signature</b>		<b>Date signed</b>	
I further confirm that I have verified the learner's submissions by contacting the learner's supervisor and/or observer whose names appear in the Supervisor/Observer Verification Log above.			
<b>After reassessment, the Learner is:</b>		<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
<b>Assessor's signature</b>		<b>Date signed</b>	

Learner's Comments	
The signature confirms that I have submitted all my own work, and agree with the assessment decision and feedback.	
<b>Learner's signature</b>	<b>Date signed</b>





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