



BSBPEF501 Manage Personal and Professional Development

Assessment Task 2: Project

Information for students

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and completing and submitting a project portfolio.

You will need access to:

- your learning resources and other information for reference
- *Project Portfolio* template
- *Simulation Pack* (if you need a case study).

Ensure that you:

- review the advice to students regarding responding to written tasks in the *Business Works Student User Guide*
- comply with the due date for assessment which your assessor will provide
- adhere with your RTO's submission guidelines
- answer all questions completely and correctly
- submit work, which is original and, where necessary, properly referenced
- submit a completed cover sheet with your work
- avoid sharing your answers with other students.

<p>Assessment information</p> <p>Information about how you should complete this assessment can be found in Appendix A of the <i>Business Works Student User Guide</i>. Refer to the appendix for information on:</p> <ul style="list-style-type: none">● where this task should be completed



- how your assessment should be submitted.

Note: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that.



Activities

Complete the following activities:

1. Carefully read the following:

This project requires you to manage the personal and professional development of yourself and three team members team by:

- Supporting the team's personal and professional development.
- Planning and developing your own personal and professional development for the role you assume within the team.
- Facilitating the achievement of work priorities.

Vocational education and training is all about gaining and developing practical skills that are industry relevant and that can help you to succeed in your chosen career. For this reason, we are giving you the choice to base this project on your own business, one you work in or a familiar with, or you can use the case study provided. This will mean that you are applying your knowledge and skills in a relevant, practical and meaningful way to your own situation!

It is important that you are able to access enough information for your chosen business in order to be able to do your assessment. As a minimum this should include organisational policies and procedures related to personal and professional development.

You will need to communicate with team members and others who are able to provide you with feedback on your own performance. Your communication may be either directly with actual staff members or fellow students/your assessor can play the roles of relevant people/parties. Communication can be in any appropriate format (e.g., face to face, video conference, email) as long as it meets the requirements outlined in the Project Portfolio.



You will be collecting evidence for this unit in a Project Portfolio. The steps you need to take are outlined below.

2. Preparation

Make sure you are familiar with the organisation you are basing this assessment on and have read through the necessary background information. For the case study business, this is all of the documents included in the Simulation Pack. If it's your own business or a business where you are working or are familiar with, have your business or case study approved by your assessor.

Complete *Page 4* of your *Project Portfolio* for this unit.

Read through the requirements of *Section 1, 2 and 3* of your *Project Portfolio*.



3. Manage a team's personal and professional development

Complete Section 1 of your Project Portfolio. To do this, you need to:

- Establish the organisational goals or objectives.
- Document team responsibilities.
- Address diverse needs of the team.
- Identify and summarise organisational frameworks for personal and professional development.
- Support a team (at least three people) to develop work goals, plans and activities.
- Communicate with team members to provide support.

Communication can take place in any appropriate format as long as it adheres to organisational requirements. This may be a video of face-to-face discussion with each team member, a video of a joint team meeting, a draft email outlining requirements, recording of telephone discussion etc.

Your communication must display an understanding and consideration to those with diverse needs. You will be assessed on this.

Assume that a period of time has passed and three team members have developed work goals, plans and activities. If you are using the case study, additional information is contained in the Simulation Pack. If you are using your own organisation, make sure you have the completed work goals, plans and activities of three team members.

Continue working on Section 1 of your Project Portfolio.

- Assess the work goals, plans and activities of three team members to provide feedback (how do they align with organisational goals and requirements).



- Provide feedback to each team member from your assessment of their work goals, plans and activities.

Feedback can take place in any appropriate format as long as it adheres to organisational requirements. This may be a video of face-to-face discussion with each team member, recording of telephone discussion, review comments on personal development plans etc.

Your communication must display an understanding and consideration to those with diverse needs. You will be assessed on this.

Continue working on Section 1 of your Project Portfolio.

- Facilitate team members' access to personal and professional development opportunities.

4. Develop and maintain your own personal and professional competence

Complete Section 2 of your Project Portfolio. To do this, you need to:

- Describe your role and responsibilities
- Meet with at least one person to seek feedback on your own personal and professional development.

This meeting should take 15 minutes. It may take place with actual people who work for/are associated with your chosen organisation. Alternatively, classmates or your assessor may play the role of one or more team members.

This can either be viewed in person by your assessor or you may like to video record the session for your assessor to watch later. Your assessor can provide you with more details at this step. Make sure you follow the instructions below and meet the timeframes allocated. If this session is not viewed in person by your assessor, you will attach proof of the meeting to Section 2 of your Project Portfolio.

As part of this meeting, you are required to demonstrate your ability to:



- Acknowledge and consider diversity as you communicate.
- Use listening and questioning techniques to confirm to seek and receive feedback.
- Demonstrate the use of interpersonal skills to establish and build rapport with others.
- Demonstrate positive working relationships.

You will be assessed on this.

If you are using the case study, additional information to complete the remainder of this step is contained in the Simulation Pack. If you are using your own organisation, make sure you have enough information to fulfil the requirements in the Project Portfolio.

Continue working on Section 2 of your Project Portfolio:

- Plan and document your own personal development needs, plans and activities.
- Participate in at least two personal and professional development activities (one of each is sufficient).

Make sure you have answered all questions in Section 1 and 2.

You are required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in *Section 1 and 2 of the Project Portfolio*.

Submit Section 1 and 2 to your assessor.



5. Facilitate achievement of work priorities

If you are using the case study, additional information to complete this step is contained in the Simulation Pack. If you are using your own organisation, make sure you have enough information to fulfil the requirements in the Project Portfolio.

Complete *Section 3* of your *Project Portfolio*. To do this, you need to:

- Research and implement techniques to manage team health and well-being.
- Assess and prioritise personal, team and organisational demands.
- Use technology to manage work priorities.

6. Submit your completed Project Portfolio

Make sure you have completed all sections of your *Project Portfolio*, answered all questions, provided enough detail as indicated and proofread for spelling and grammar as necessary. Remember to submit all necessary attachments as indicated.



Assessment Task 2: Checklist

Student's name:			
	Completed successfully?		Comments
	Yes	No	
Did the student:			
<p>Manage a team's personal and professional development by:</p> <ul style="list-style-type: none"> ● Establishing the organisational goals or objectives. ● Documenting team responsibilities. ● Identifying and summarising organisational frameworks for personal and professional development. ● Supporting a team (at least three people) to develop work goals, plans and activities. ● Communicating with team members to provide support (taking diverse needs into consideration). ● Assessing the work goals, plans and activities of three team members to provide feedback (how do they align with organisational goals and requirements). 			



<ul style="list-style-type: none"> ● Providing feedback to each team member from your assessment of their work goals, plans and activities (taking diverse needs into consideration). ● Facilitating team members' access to personal and professional development opportunities. 			
<p>Develop and maintain their own personal and professional competence by:</p> <ul style="list-style-type: none"> ● Describing their role and responsibilities. ● Meeting with at least one person to seek feedback on their own personal and professional development. ● Planning and documenting their own personal development needs, plans and activities. ● Participating in at least two personal and professional development activities. 			
<p>Facilitate achievement of work priorities by:</p>			



<ul style="list-style-type: none"> ● Researching and implementing techniques to manage team health and well-being. ● Assessing and prioritising personal, team and organisational demands. ● Using technology to manage work priorities. 			
<p>Demonstrate effective oral communication skills, including:</p> <ul style="list-style-type: none"> ● Acknowledge and consider diversity as you communicate. ● Use listening and questioning techniques to confirm to seek and receive feedback. ● Demonstrate the use of interpersonal skills to establish and build rapport with others. ● Demonstrate positive working relationships. 			
<p>Task outcome:</p>	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory		
<p>Assessor signature:</p>			
<p>Assessor name:</p>			
<p>Date:</p>			