



BSBPEF501 Manage Personal and Professional Development

Assessment task 1: Written questions

Task summary

You are required to answer all the following questions. You need to answer all of the written questions correctly. Generally, you are expected to write a response one or two paragraphs long. Please answer the questions using word processing software.

Required

- Access to student workbook/other learning materials
- Computer and Microsoft Office
- Access to the internet

Assessment criteria

All questions must be answered correctly for you to be assessed as having completed the task satisfactorily.

Questions

Provide answers to all the questions below:

1. Explain the concept of self-appraisal and how can it contribute to personal behaviour, self-awareness, and personality trait identification.
2. Explain the concept of peer appraisal and outline one benefit of peer appraisal.
3. Outline three benefits for an individual of planning work.
4. Outline each of the letters in the acronym SMART in relation to goals.
5. Discuss the concept of the Pareto Principle in relation to time management.
6. Explain the concept of work-life balance.



7. Outline five strategies that can be used to manage stress and achieve a healthy work-life balance.
8. Discuss the negative effect of technology on work-life balance.
9. Discuss three strategies that a business can use to ensure their workers maintain a healthy work-life balance.
10. Outline five ways to develop new work skills.
11. Outline two ways to more effectively manage time at work.
12. Discuss the concept of personal development planning.
13. Explain five learning styles and why it is important to identify learning styles.
14. List three human resource policies relevant to professional development and explain how they address professional development.
15. Discuss the use of technology to plan and prioritise work tasks. In your answer:
 - Explain how technology can be used to plan and prioritise work.
 - List three benefits.



Assessment Task 1: Checklist

Student's name:			
Did the student provide a sufficient and clear answer that addresses the suggested answer for the following?	Completed successfully?		Comments
	Yes	No	
Question 1			
Question 2			
Question 3			
Question 4			
Question 5			
Question 6			
Question 7			
Question 8			
Question 9			
Question 10			
Question 11			
Question 12			
Question 13			
Question 14			



Question 15			
Question 16			
Task outcome:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory		
Assessor signature:			
Assessor name:			
Date:			