

## ASSESSMENT 2 – WRITTEN REPORT

### Performance Plan for the Work Team

*This information is to be handed to each student to outline the assessment requirements*

For this assessment, you are required to develop a Performance Plan, using the given Performance Plan Template, for the Work Team of your Chosen workplace or the workplace that you are currently working. Based on the performance Plan for the work team, write a Report on the team's objective within the organisation context and the report must not be more than 1500 words. You are allocated with a week's time to complete this assessment.

#### Specifications that you must include in their report:

- Brief Overview of the Team's Objectives
- Identify the team members
- Identify and write a brief of the Roles and Responsibilities of the Team Members
- Performance Plan (using the performance template)
- Consultation process used for developing the Team Performance Plan (Eg. Formal meeting, Casual one on one talk, brainstorming, etc.)
- Key Performance Indicators
- Conclusion

Student's if fail to identify an organisation, Trainer must assist them in finding an organisation and must provide the following documents for their report:

- An organisation Mission statement or Statement of Objectives
- An organisational Plan or Structure

<p><b>Student Declaration:</b> I declare that the work submitted is my own, and has not been copied or plagiarised from any person or source.</p>	<p>Signature: _____</p> <p>Date: ____/____/____</p>
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**Result: Satisfactory (S) / Not Satisfactory (NS)**

<p><b>Assessor's Feedback:</b></p>    
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<p><b>Assessor:</b> I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback.</p>	<p>Signature: _____</p> <p>Name: _____</p> <p>Date: ____/____/____</p>
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