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A P E X
Institute of Education

BSB51107 Diploma of Management

BSBWOR502B Ensure team effectiveness

ASSESSMENT 1: Assignment

Student's Name	
Student No	
Student Declaration	I declare that the work submitted is my own. It has not been copied or plagiarised from any other person or source.
Student's Signature	
Date Submitted	

Assessor Use Only			
BSBWOR502B : Ensure team effectiveness Assessment Project – Assessor Marking Guide			
	Links to Performance Criteria	Satisfactory	Not Satisfactory
Organised a meeting with the team to discuss ground rules	1.1, 4.1		
Developed performance plans	1.2		
In the plans, included how team member will be supported	1.3		
Ensured each team member completes a third party report	1.1,1.2,1.3,2.1, 2.2,2.3		
Developed policy and procedure for team work	2.2		
Conducted a meeting with the team to discuss team performance issues and to provide feedback	2.3, 2.4, 3.1, 3.2, 3.3, 4.1		
Met with the manager to discuss unresolved issues	4.1		
Conducted a team meeting to discuss corrective actions and unresolved issues	4.2, 4.3, 4.4		
Prepared a report for manager on how team performance issues were resolved	4.3, 4.4		
Result: ☐ Satisfactory ☐ Not Satisfactory Assessor signature: _____ Date: _____			

GENERAL INFORMATION ABOUT ASSESSMENT

Please read the following carefully

- Assessments are to be completed according to the instructions provided in the assessment document. Your trainer-assessor will go through the instructions with you.
- Assignments (e.g. projects) are to be completed at home, in your own time.
- If you are not sure about any aspect of an assessment, ask your trainer/assessor to explain the requirements.
- All parts of each assessment (questions and/or tasks) must be answered unless the individual assessment instructions tell you something different.
- You need to complete, sign and date the front page and attach it to your assignment.
- All assignments must be typed in 12 point type on A4 paper
- Make sure you keep a photocopy of your assignment before you hand it in.
- All assignments must be your own work – your own words. All quotes from reference sources (e.g. books and websites) must be acknowledged and listed at the end of your assignment.
- Group or Team Work: In some cases, you will be required to work on a project in small groups, and your trainer will allocate you to a group to work as a team. You may even be allocated a particular role. If you are working as part of a group, you will still be required to submit your assessment individually, and your performance will be assessed on an individual basis. Therefore, you must keep and submit with your assignment a record of the specific contribution you have made to the project, as well as keep notes of team meetings to include in your final submission.
- If you are unable to submit any assignment by the due date, you need to discuss this with your trainer/assessor beforehand and obtain an extension of time.
- If you do not follow the above rules, you may need to be re-assessed
- Please remind your trainer of any special needs you may have. Where possible reasonable adjustment to the assessment will be made, provided that does not affect the validity of the assessment.
- After you have completed an assessment, your assessor will give you feedback about your performance and tell you whether the result is “satisfactory” or “not satisfactory” (that is, your trainer /assessor consider you need more training and experience).
- If your performance is not satisfactory, you will be advised about any gaps in your knowledge or skills and given an opportunity to be re-assessed.
- If you think the assessment process was flawed, you may appeal against the assessment decision.
- After you have completed all the assessments for a unit (or group of units in some cases), you will be awarded C (Competent) if the assessor is satisfied you have provided enough appropriate evidence to meet all criteria. If you are unable to meet this requirement, you will receive the result NYC (Not Yet Competent).
- If you are deemed Not Yet Competent by your trainer /assessor and require re-assessment, you will be informed of the process.

BSBWOR502B ASSESSMENT INFORMATION	
You need to complete two assessments for this unit of competency. Details are provided below.	
Assessment Number	Assessment Task
ASSESSMENT 1: Assignment Your trainer will give you this during the first classroom session for this unit of competency, together with any other relevant information required to complete the assessment. You are required to submit the assessment in the last week of class for the unit. Your trainer will tell you the due date during the first classroom session.	This assessment is based on a case study of “ Clothing & Co. Pty Ltd” provided in the additional information section of this assessment
ASSESSMENT 2: Written Exam During the last week of classes for this unit, you will be required to do an exam covering the content of the unit. During the first classroom session for the unit, your trainer will tell you the date of the exam.	This is a 2 hour exam that you will complete in class under your trainer-assessor’s supervision. You are allowed to refer to your class notes and other resources.

Assessment 1 – Project

This assessment project is to be completed in addition to the learning and assessment activities you complete in class. The project is designed to assess the knowledge and skills you have to facilitate all aspects of teamwork within the organisation.

If you are not sure about any aspect of the assessment or would like to discuss your particular needs, please speak to your trainer. Your trainer will tell you the date you need to submit your assignment.

All parts of the project will be given to you at the same time. You need to complete all parts and submit them together by the due date. This will be in the last week of classes for the unit.

This project assignment is to be completed using the “Clothing & Co. Pty Ltd” case study. It is included in the “Additional Information” section.

The **checklist and scope of submission** table will identify the records that you are required to prepare and submit (as a single submission).

Your assignment must be typed (in 12 point type on A4 paper) and attached to the front page of this assessment document, which you need to complete as an Assessment Cover Page.

Make sure you keep a copy of your assignment before you hand it in to your trainer.