



BSBPEF401

Manage personal health and wellbeing

Assessment 3 of 3

Project A&B



Assessment Instructions

Task overview

This assessment is divided into two parts: Part A and Part B. There are a total of five [5] tasks to be completed.

PART A

Part A has three [3] tasks:

Task 1: Develop a strategy for managing personal health and wellbeing

Task 2: Write text for an email to your manager [the assessor] briefly describing your personal health and wellbeing strategy

Task 3: Implement and monitor personal health and wellbeing strategy

PART B

Part B has two [2] tasks:

Task 1: Identify new circumstances affecting work requirements and their impact on the personal health and wellbeing strategy

Task 2: Review and update your personal health and wellbeing strategy to reflect new circumstances

NOTE: Part A and Part B are not based on the Green Leaf Café case study. You must use your personal circumstances to develop, implement and review your personal health and wellbeing strategy. The information you provide should be based on your current or previous employment or volunteer work. Students should choose examples from their current or recent work experience for all tasks and wherever possible. If you do not have recent/current work experience, please speak to your assessor.

To complete this assessment, you will need:

- Part A Task 1 - Personal Health and Wellbeing Strategy Template (this is embedded within the assessment of the task)
- Part A Task 2 - Email Template (embedded within the tasks assessments)
- Part B Task 1 – New Circumstances Template (embedded within the tasks assessments)
- Access to the internet for additional online research.

Read the instructions carefully for each task before undertaking the assessments.

Assessment Information



Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.



Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



PART A: DEVELOP AND IMPLEMENT PERSONAL HEALTH AND WELLBEING STRATEGY

NOTE: Part A and Part B are not based on the Green Leaf Café case study. You must use your personal circumstances to develop and implement your personal health and wellbeing strategy. The information you provide should be based on your current or previous employment. This may include volunteer work. Students should choose examples from their current or recent work experience for all tasks and wherever possible. If you do not have recent/current work experience, please speak to your assessor.

Task 1: Develop a strategy for managing personal health and wellbeing

This task will include identifying the factors affecting your personal health and wellbeing and creating a strategy with clear objectives, key performance indicators and ways to measure your activities. It will involve sharing your plans with the relevant people and scheduling to implement your strategy.

Instructions

Task 1 requires you to complete a template with two [2] sections:

- **Section 1: Background information:** This section identifies personal and work factors that may impact your personal health and wellbeing.
- **Section 2: Health and wellbeing strategy:** In this section you identify physical and mental activities to help address the factors identified in Section 1 and develop a strategy and schedule. You will come back to Section 2 in Task 3 to monitor and document the actual outcomes of your strategy.

Please read all instructions carefully.

Instructions

1. Complete the **Part A Task 1 - Personal Health and Wellbeing Strategy Template** [approximately 10 pages]. The document contains the following two sections you must complete:
 - **Section 1: Background information:** In this section you will complete two [2] parts:
 - **Part A: Personal life factors:** Identify two [2] personal life factors [one physical and one mental] and describe how these factors may affect your personal health and wellbeing.
 - **Part B: Work environment factors:** Describe work environment, identify two [2] work environment factors, and describe how these factors may impact your physical and mental health.
 - **Section 2: Health and wellbeing strategy:** In this section you will complete two parts:
 - **Part A: Personal life:** Identify one [1] physical activity and one [1] mental activity, available resources for each to help you accomplish the activities and a 2-week schedule for each activity.
 - **Part B: Work environment:** Identify two [2] work factors that impact on your physical and mental health, available resources for each to help you address these factors, physical or mental KPIs, and a 2-week strategy for one [1] physical and one [1] mental activity.

2. Note: Do not complete the sections identified in bold red font as **'Students complete in Task 3'** Once you have scheduled the activities you would undertake, you will need to implement and monitor the strategy for two [2] weeks and complete the tasks you will need to come back to these in Task 3 when you monitor and document the actual outcomes of your strategy [these rows are highlighted].
3. Save your document as **Part B Task 1 – Personal Health and Wellbeing Strategy Template [Version 1]**. You will submit this document to your assessor when you have completed all parts of the assessment.

Assessor Marking Guide

Students must have completed the Part A Task 1: Personal Health and Wellbeing Strategy template and save as Version 1 (approximately 10 pages).

- **Section 1: Background information:** Identified two [2] personal life factors (one physical and one mental) and two [2] work environment factors (for example, job role situation or requirement) that may impact on physical and mental health. In their own words student briefly describes how these factors may affect personal health and wellbeing in own personal life and work environment.
- **Section 2: Health and wellbeing strategy:** Provided a health and wellbeing strategy. This includes identifying available resources (for example, sources of information, equipment, person, website etc identified in Part A: Task 2), identifying one [1] physical health activity and one [1] mental health activity to address the factors/situations identified in Section 1, and a key performance indicator [KPI] for each. Student must complete a two-week schedule.
Also note: Under the monitoring section in the table, it is optional for students to list a problem or challenge. Students can complete it if they have found any problem or challenges in meeting the KPI and how they resolved the issue or leave the section blank.
- **Assessment marking:** Assessor, please note that as the unit requirements are for the student to identify their own personal and work environment factors impacting their life and develop a health and wellbeing strategy, there are no benchmark answers provided. Marking these tasks should be based on students completing all the templates correctly, identifying personal and work environment factors and their impact on physical and mental wellbeing and completing all tasks as per the instructions.

PERSONAL HEALTH AND WELLBEING STRATEGY TEMPLATE

Section 1: Background Information

Part A: Personal life factors	
<i>Identify two (2) personal life factors (one physical and one mental) and describe how these factors affect your personal health and wellbeing.</i>	
Factor	How factor affects your personal health and wellbeing
1. Factor 1 [Briefly describe the physical factor]	Physical Impact – Write one (1) physical impact
	Mental Impact- Write one (1) mental impact
2. Factor 2 [Briefly describe the mental factor]	Physical - Write one (1) physical impact
	Mental - Write one (1) mental impact
Part B: Work environment factors <i>(these should be from your previous/current job and may include volunteer work)</i>	
<i>Describe workplace environment and identify two (2) work environment factors and describe how these factors impact on your physical and mental health. (maximum 75 words)</i>	
Workplace environment <i>Provide background information on:</i>	Click or tap here to enter text.

<ul style="list-style-type: none"> • <i>the workplace environment including if it is current or based on previous experience</i> • <i>the industry</i> • <i>your job role</i> 	
1. Factor 1 [Briefly describe the factor]	How factor affects your personal health and wellbeing
2. Factor 2 [Briefly describe the factor]	How factor affects your personal health and wellbeing

Section 2: Health and wellbeing strategy

Part A: Personal life

In Part A you must identify:

- *One [1] physical activity and one [1] mental activity*
- *Two [2] available resources for each to help you accomplish each activity*
- *One [1] KPI for the physical activity and one [1] KPI for the mental activity*
- *A two-week [2-week] schedule for the physical activity*
- *A two-week [2-week] schedule for the mental activity.*

*Do NOT complete the sections that are labelled **'Students complete in Task 3'***

Write one [1] physical activity you would undertake to manage your personal wellbeing

[type your answer here]

<p>Research and use two [2] available resources to help you accomplish the activity</p> <p><i>[e.g. information, equipment, person, website etc]</i></p>	[type your answer here]	
One [1] physical activity KPI	Expected outcome in relation to the KPI (must be measurable)	Actual outcome of the KPI (must be measurable)
		Students complete in Task 3
Write one [1] mental activity you would undertake to manage your mental wellbeing	[type your answer here]	
<p>Research and use two [2] available resources to help you accomplish the activity</p> <p><i>[e.g. information, equipment, person, website etc]</i></p>	[type your answer here]	
One [1] mental activity KPI	Expected outcome in relation to the KPI (must be measurable)	Actual outcome of the KPI (must be measurable)

	Students complete in Task 3													
Schedule <i>Complete a two-week [2-week] schedule for the physical activity you identified. Complete a two-week [2-week] schedule for the mental activity you identified.</i>														
Physical activity identified above	Week 1							Week 2						
Activity: <i>[write the activity you plan to undertake]</i>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														
From the numerical data above, list KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'														

<p>This part is optional : List one problem or challenge [for example competing demands] in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply.</p>														
<p>Mental activity identified above</p>	<p>Week 1</p>							<p>Week 2</p>						
<p>Activity: <i>[write the activity you plan to undertake]</i></p>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<p><i>Scheduled days – indicate the hours you intend to dedicate to the activity</i></p>														
<p>Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i></p>														
<p>Monitoring</p>	<p>Students complete in Task 3</p>													
<p>If you did not complete your scheduled activities explain why and identify any competing demands</p>														
<p>What was the total number of days/hours activity done in timeline?</p>														
<p>From the numerical data above, list KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'</p>														

This part is optional : List one problem or challenge [for example competing demands] in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply

Part B: Work environment

In Part B you must identify:

- *Two [2] work factors that impact on your physical and mental health*
- *Two [2] available resources to help you address Factor 1 and Factor 2*
- *One [1] physical **or** one [1] mental KPI related to Factor 1*
- *One [1] physical **or** one [1] mental KPI related to Factor 2*
- *A two-week [2 week] schedule for one [1] physical activity and one [1] mental activity that will help you address either Factor 1 or Factor 2*

*Do NOT complete the sections that are labelled '**Students complete in Task 3**'*

Factor 1 Physical factor write one [1] factor

[type your answer here]

Two [2] available resources to help you address the factor
[e.g. information, equipment, person, website]

One [1] physical activity KPI	Expected outcome in relation to KPI must be measurable	Actual outcome in relation to KPI must be measurable
		Students complete in Task 3
Factor 2 Mental factor write one [1] factor		
Two [2] available resources to help you address the factor <i>[e.g. information, equipment, person, website]</i>		
One [1] mental factor KPI	Expected outcome in relation to KPI must be measurable	Actual outcome in relation to KPI must be measurable
		Students complete in Task 3
Schedule <i>Complete a two-week [2 week] schedule for one [1] physical activity and one [1] mental activity to address either of the work environment factors you identified.</i>		
Physical activity identified above	Week 1	Week 2

<i>Activity: Write the activity you plan to undertake</i>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														
From the numerical data above, list KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'														
This part is optional : List one problem or challenge (for example competing demands) in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply														

Mental activity	Week 1							Week 2						
<i>Activity: Write the activity you plan to undertake</i>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														
From the numerical data above, list KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'														
This part is optional : List one problem or challenge (for example competing demands) in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply														

Task 2: Draft an email text describing your personal health and wellbeing strategy

Write the text for a draft email to your manager describing your strategy (maximum one page). Your email must be based on your responses in Task 1.

Instructions

1. Write a draft email that you would send to your manager using the **Part A Task 2 – Email Template** (maximum one [1] page). Bullet points are acceptable. Your email must be based on your responses in Task 1.
2. Include the following information in your email:
 - Brief description of one [1] physical factor impacting on your personal health and wellbeing
 - Brief description of one [1] mental life factor impacting on your personal health and wellbeing
 - Brief description of two [2] work environment factors that affect your personal health and wellbeing
 - **Personal life:** Brief description of one [1] physical activity and one [1] mental activity you will undertake in your personal life, KPIs, expected outcomes and number of weeks you will undertake the activity
 - **Work environment:** Brief description of one [1] physical activity and one [1] mental activity you will undertake related to your work environment, KPIs, expected outcomes and number of weeks you will undertake the activity.
3. Save your document as **Part A Task 2 – Email Template**. You will submit this document to your assessor when you have completed all parts of the assessment.

Assessor Marking Guide

Students must write a draft email they would send to their manager using the completed Part A Task 2 – Email Template (maximum one [1] page). Bullet points are acceptable. Email must be based on student responses in Task 1.

Student must include the following information in their email.

- Brief description of one [1] physical factor impacting on personal health and wellbeing
- Brief description of one [1] mental personal life factor impacting on personal health and wellbeing
- Brief description of two [2] work environment factors that affect personal health and wellbeing
- **Personal life:** Brief description of one [1] physical activity and one [1] mental activity you will undertake in your personal life, KPIs, expected outcomes and number of weeks student will undertake the activity
- **Work environment:** Brief description of one [1] physical activity and one [1] mental activity student will undertake related to their work environment, KPIs, expected outcomes and number of weeks student will undertake the activity.

This is the benchmark answer but the of the email content will change based on the factors identified by students when developing personal health and wellbeing strategy

+ Send	From	Student X
	To	Manager
	Subject	Personal Health and Wellbeing Strategy
	Attachments	Personal Health and Wellbeing Strategy

Message

Hi,

I have completed my Personal Health and Wellbeing Strategy. As requested, please find a summary of the Strategy. There are **two physical and mental factors** impacting on personal health and wellbeing. Firstly, I recently suffered a bout of flu and am now unable to do my normal physical activities. Secondly, I am not preparing nutritious food and eating takeaways because I am feeling exhausted. In addition to this there are **two work environment factors** that impact my personal health and wellbeing. The first factor is that I sit all day at my workstation and do not take regular breaks – so now I have a sore lower back, which affects my work capacity. The second factor is that the Head Chef has been aggressive towards staff, especially in the past week. This is causing concern and making me anxious when he is working.

My Personal Health and Wellbeing Strategy identifies two physical and mental activities that I will undertake in my personal life:

- 1.
- 2.

My Personal Health and Wellbeing Strategy identifies two physical and mental activities that I will undertake at work:

- 1.
- 2.

Regards,

Student X

Task 3: Implement and monitor personal health and wellbeing strategy

For this task, you are required to implement and monitor your personal health and wellbeing strategy for two (2) weeks. You will need to refer to your planned two-week schedule and complete identified sections in your Part A Task 1 -Personal Health and Wellbeing Strategy [Version 1] when you monitor the strategy you have set yourself.

Instructions

1. Monitor your performance against the key performance indicators (KPIs) in **Part A Task 1: Personal Health and Wellbeing Strategy [Version 1]** and complete the sections indicated **'Students complete in Task 3'**. These occur in:
 - a. Section 2: Health and Wellbeing strategy: Part A Personal life
 - b. Section 2: Health and Wellbeing strategy: Part B Work environment
2. Save your document as **Part A Task 1 – Personal Health and Wellbeing Strategy Template [Version 2]**. You will submit this document to your assessor when you have completed all parts of the assessment.

Assessor Marking Guide

Assessor is required to read and assess **ONLY** the sections identified in the Part A Task 1 - Personal Health and Wellbeing Strategy [Version 1] as **'Students complete in Task 3'**. The rest of the document will remain unchanged. Relevant parts where students must submit responses are shown below.

Assessment marking: Assessor please note that the unit requirements are for the student to identify their own personal and work environment factors that impact their life and develop a health and well-being strategy. There are no benchmark answers provided. Marking these tasks should be based on students completing all the templates correctly, identifying personal and work environment factors and their impact on physical and mental well-being, and completing all tasks as per the instructions.

Section 2: Health and wellbeing strategy

Part A: Personal life

In Part A you must identify:

- One [1] physical activity and one [1] mental activity
- Two [2] available resources for each to help you accomplish each activity
- One [1] KPI for the physical activity and one [1] KPI for the mental activity
- A two-week [2-week] schedule for the physical activity
- A two-week [2-week] schedule for the mental activity.

Do NOT complete the sections that are labelled '**Students complete in Task 3**'

What is the physical activity?		
One [1] physical activity KPI	Expected outcome must be measurable	Actual outcome must be measurable
		Students must indicate a measurable outcome:
What is the mental activity?		
One [1] mental activity KPI	Expected outcome must be measurable	Actual outcome must be measurable Students must indicate a measurable outcome

Schedule														
<i>Complete a two-week [2-week] schedule for the physical activity you identified. Complete a two-week [2-week] schedule for the mental activity you identified.</i>														
Physical activity identified above	Week 1							Week 2						
<i>Activity: [briefly describe the activity]</i>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														
From the numerical data above, list KPI and rate your performance														

against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'														
This part is optional : List one problem or challenge (for example competing demands) in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply.														
Mental activity identified above	Week 1							Week 2						
<i>Activity: [Briefly describe the activity]</i>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														

<p>From the numerical data above, list KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'</p>	
<p>This part is optional:List one problem or challenge [for example competing demands] in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply</p>	

<p>Part B: Work environment</p> <p><i>In Part B you must identify:</i></p> <ul style="list-style-type: none"> • <i>Two [2] work factors that impact on your physical and mental health</i> • <i>Two [2] available resources to help you address Factor 1 and Factor 2</i> • <i>One [1] physical or one [1] mental KPIs related to Factor 1</i> • <i>One [1] physical or one [1] mental KPIs related to Factor 2</i> • <i>A two-week [2 week] schedule for one [1] physical activity and one [1] mental activity that will help you address either Factor 1 or Factor 2</i> <p><i>Do NOT complete the sections that are labelled 'Students complete in Task 3'</i></p>		
<p>Factor 1</p>		
<p>One [1] physical activity KPI</p>	<p>Expected outcome must be measurable</p>	<p>Actual outcome must be measurable</p>
		<p>Students must indicate outcome which is measurable:</p>

<p>Students complete in Task 3</p> <p><i>Indicate hours you spent on the scheduled activity</i></p>														
<p>Monitoring</p>	<p>Students complete in Task 3</p>													
<p>If you did not complete your scheduled activities explain why and identify any competing demands</p>														
<p>What was the total number of days activity done in timeline?</p>														
<p>From the numerical data above, list each KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'</p>														
<p>This part is optional : List one problem or challenge (for example competing demands) in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply</p>														
<p>Mental activity</p>	<p>Week 1</p>							<p>Week 2</p>						
<p><i>Activity: [briefly describe the activity]</i></p>	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S

<i>Scheduled days – indicate the hours you intend to dedicate to the activity</i>														
Students complete in Task 3 <i>Indicate hours you spent on the scheduled activity</i>														
Monitoring	Students complete in Task 3													
If you did not complete your scheduled activities explain why and identify any competing demands														
What was the total number of days/hours activity done in timeline?														
From the numerical data above, list each KPI and rate your performance against achieving the KPI as 'Did not meet', 'Met' or 'Exceeded'														
This part is optional : List one problem or challenge (for example competing demands) in meeting KPI and how you will solve this problem. You can leave it blank if it does not apply														

PART B: REVIEW PERSONAL HEALTH AND WELLBEING STRATEGY

Part B has two [2] tasks:

- **Task 1:** Identify new circumstances impacting work requirements and impact on your personal health and wellbeing strategy
- **Task 2:** Review and update strategy to reflect new circumstances

Task 1: Identify new circumstances affecting work requirements and their impact on the strategy

Task 1 requires you to note any new circumstances [personal or work] that have affected your personal health and wellbeing strategy. For example, you may need to adjust your KPIs because you have started to work part-time or have been promoted and must travel interstate every week. Have there been changes in your personal circumstances that have impacted positively or negatively your work performance? Have there been changes in your work environment that have affected positively or negatively your personal circumstances?

Instructions

1. Complete the **New Circumstances Template** [approximate 2 pages]:
 - **Part A: Personal circumstances:** Two [2] new circumstances in your personal life that may have positively or negatively impacted your work requirements and how strategy may need to be amended.
 - **Part B: Work environment circumstances:** Two [2] new circumstances in your work environment that may have positively or negatively impacted your Personal Health and Wellbeing Strategy and how strategy may need to be amended.
2. Save your document as **New Circumstances Template**. You will submit this document to your assessor when you have completed all parts of the assessment.

Assessor Marking Guide

Students must have completed the New Circumstances Template to identify and briefly describe [approximate 2 pages]:

- **Part A: Personal circumstances:** Two [2] new circumstances in personal life that may have positively or negatively impacted work requirements and how strategy may need to be amended.
- **Part B: Work environment circumstances:** Two [2] new circumstances in work environment that may have positively or negatively impacted Personal Health and Wellbeing Strategy and how strategy may need to be amended.

Part B Task 1 - New Circumstances Template

Part A: Personal circumstances			
Date of monitoring	New circumstances <i>'Think of an example of a change in your current circumstances'</i>	Impact on work requirements	What will be adjusted in the strategy
XX/XX/XX	<i>[enter your response here]</i>		
XX/XX/XX	<i>[enter your response here]</i>		

Part B: Work environment circumstances			
Date of monitoring	New circumstances <i>'Think of an example of a change in your current circumstances'</i>	Impact on strategy	What will be adjusted in strategy
XX/XX/XX	<i>[enter your response here]</i>		

XX/XX/XX	<i>[enter your response here]</i>		

Task 2: Review and update personal health and wellbeing strategy to reflect new circumstances

In this task you are to update your strategy to reflect the new circumstances you identified in Task 1.

Instructions

1. Create a new row under monitoring and update your **Part B Task 1 - Personal Health and Wellbeing Strategy [Version 2]** to reflect one [1] change to your personal circumstances and one [1] change to your work environment [approximately 10 pages].
2. Indicate the date document was updated in Header or Footer.
3. Identify the updated information by using Microsoft Word's highlighting or Comments functions. Your amendments must be clearly visible to the assessor.
4. Save your **Part B Task 1 - Personal Health and Wellbeing Strategy [Version 2]** Personal and rename **Part B Task 1 - Personal Health and Wellbeing Strategy [Version 3]**. You will submit this document to your assessor when you have completed all parts of the assessment.

Submission to assessor

Assessor Marking Guide

Students must have:

- Updated their Part A Task 1 Personal Health and Wellbeing Strategy Template [Version 3] to reflect one [1] change to personal circumstances and one [1] change to work environment [approximate 10 pages].
- Indicated the date document was updated in Header or Footer.
- Highlighted the updated information by highlighting or using the Comments functions in Microsoft Word. Amendments must be clearly visible to the assessor.

The following table lists the documents you must now upload to your assessor for marking.

Document
BSBPEF401 Assessment 2 – Project <i>[Note: This contains your answers to Part A: Task 1, Task 2, Task 3]</i>
Part A Task 1 – Personal Health and Wellbeing Strategy Template [Version 1]
Part A Task 2 – Email Template
Part A Task 1 – Personal Health and Wellbeing Strategy Template [Version 2]
Part B Task 1 – New Circumstances Template
Part A Task 1 – Personal Health and Wellbeing Strategy Template [Version 3]

The following table lists the documents student must upload for marking.

Assessment checklist:

Students must have completed all activities within this assessment before submitting. This includes:

1	BSBPEF401 Assessment 2 – Project <i>(Note: This contains your answers to Part A: Task 1, Task 2, Task 3)</i>	<input type="checkbox"/>
2	Part A Task 1 – Personal Health and Wellbeing Strategy Template (Version 1)	<input type="checkbox"/>
3	Part A Task 2 – Email Template	<input type="checkbox"/>
4	Part A Task 1 – Personal Health and Wellbeing Strategy Template (Version 2)	<input type="checkbox"/>
5	Part B Task 1 – New Circumstances Template	<input type="checkbox"/>
6	Part A Task 1 – Personal Health and Wellbeing Strategy Template (Version 3)	<input type="checkbox"/>



Congratulations you have reached the end of Assessment 1!