



BSBPEF402

# Develop personal work priorities

## Assessment 2 of 2

Case Study

Assessor Guide



## Assessment Instructions

### Overview

This assessment is divided into four (4) tasks based on the case study/scenario provided.

- **Task 1:** Identify tasks requirements and accountabilities/responsibilities, assess barriers and develop a personal work schedule.
- **Task 2:** Communicate personal work schedule to relevant internal and external stakeholders/ personnel for review.
- **Task 3:** Implement, monitor, review own work performance, seek and evaluate feedback from personnel, document variations and update personal work schedule accordingly.
- **Task 4:** Analyse variations between expected and actual work, update personal work schedule including change of circumstances and submit the final plan to the Assessor.

To complete this assessment, you will need:

- Computer with internet and email access, and a working web browser
- Installed software: Word, Adobe Acrobat Reader
- policies and procedures relevant to the task:
  - [SOE student handbook](#)
  - [Business \(swinburneopen.edu.au\)](#) click and follow instructions to download the course guide for the stream you are enrolled in.
- [Personal work schedule template](#).
- Access to learning content in the LMS
- Two relevant stakeholders to review and provide feedback on your personal work schedule:
  - Internal stakeholder: one of the personnel can be a friend OR colleague OR a family member OR a fellow student
  - External stakeholder: second personnel will be your Assessor

**Student Guide overall assessment:** Students note there are no 'correct' or 'incorrect' answers as the personal work schedule is based on your individual circumstances. However, for marking purposes, the assessors will be ensuring that you have followed and completed all tasks as per task instructions and in line with the assessment's requirements. If you have any questions regarding this assessment, you can contact your Assessor for clarification.

## 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.



Please consider the environment before printing this assessment.

### Case study:

To complete all the tasks, you are presented with a **case study** that requires you to plan, implement and review personal work schedule. The case study is based on real-life situations that will give you the basis to set and manage your own work priorities and strategy, schedule and complete work priorities. The activity is developed to provide you with the structure and pre-requisite information needed to demonstrate the unit of competency requirements fully.

#### Case study:

You are a SOE student. Some of you could be SOE students working and studying at the same time and / or might be managing some competing personal priorities alongside your studies. From time to time, you may find it challenging to strike a balance between managing competing work obligations, other personal priorities and managing studies at the same time. Whilst, managing the multiple demands of your career, studies, and personal life can be challenging, the key is identifying and developing a personal work plan, assessing priorities, and being well organised to manage a well-balanced approach to achieving your set goals.

This task requires you to evaluate and prioritise your current personal and / or work circumstances and living arrangements along with managing your studies and develop a personal work schedule that would allow you to achieve a good work-life balance. You are to identify two (2) of your personal priorities from within your domestic environment and/or work-related priorities, along with one (1) study plan for one module that you plan to complete that includes study time as per one module's requirements and completing assessments for that module within the expected duration of the study. The objective of doing this task is to ensure that you get a practical experience of developing a personal work schedule to meet the larger workgroup objective of achieving completion of a module/unit whilst working on competing priorities.

### Task 1:

You are required to identify two (2) personal and /or work circumstances and one (1) study plan for one module completion. Allocate time to activities in proportion to their fundamental importance along with your study time.

### Resources you need:

- [SOE student handbook](#)
- [Business \(swinburneopen.edu.au\)](http://Business.swinburneopen.edu.au) click and follow instructions to download the course guide for the stream you are enrolled in.
- Access to learning content in LMS
- [Personal work schedule template](#) which you will be required to complete.

### Instruction for students:

For this task complete 'personal work schedule template' from Column A- J following below instructions:

1a Identify two (2) personal and/or work circumstances that you are currently managing while pursuing online studies and one (1) study plan for one module completion. Write your priorities in order of most important when completing relevant sections of the 'personal work schedule template'

1b Identify your own accountabilities i.e., responsibilities in line with task requirements and allocate time to activities in proportion to their fundamental importance. Refer to the SOE student handbook and course guide that includes your responsibilities as a student, study time and assessment due dates and incorporate relevant time frames in the personal work schedule.

1c Assess barriers to personal accountabilities' performance and their impact on priorities.

1d Complete and develop the [personal work schedule](#) to include all relevant task requirements.

Once you have completed the personal work schedule template, save it on your drive or desktop as 'personal work schedule template V1'. You are required to upload and submit this document as per instructions provided in task 2.

### Assessor Marking Guide

Students must access relevant documentation and complete the personal work schedule template from column A to column J. They must save the document as version 1 on the desktop or drive. An example has been provided for each of the tasks within the 'personal work schedule template v1'. Here are some guidelines for marking each of the tasks. Assessor note, students must identify and clearly explain the work/personal situation, students must identify

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accountability against the KPI and each KPI must be measurable in relation work/personal circumstances identified in column b. in the template.

**Task 2:**

In this task, you are required to communicate and email the ‘personal work schedule v1’ that you completed and saved in task 1.

**Students' instructions:**

You are required to attach/submit the ‘personal work schedule v1’ to two stakeholders/personnel via email:

- One internal stakeholder can be a friend, colleague, family member or fellow student.
- One external stakeholder - the personnel will be your Assessor.

Instructions for writing an email to the stakeholders including following information:

2a) An email template is provided below follow the same format when drafting the email, be very specific and clear in your communication and inform the stakeholders that you need them to review your personal work schedule v1.

<b>+ Send</b>	<b>From</b>	<b>Student X – type your email address</b>
	<b>To</b>	<b>the stakeholder – type relevant stakeholders email address</b>
	<b>Subject</b>	<b>Personal work schedule v1</b>
	<b>Attachments</b>	<b>Personal work schedule v1</b>
<b>Message</b>		
Hi,		
I have completed my ‘Personal work schedule v1’. I am attaching the schedule for your review. Please review column A – J of the attached schedule.		
Regards,		
Student X		

**Assessor Marking Guide**

Students must follow the task instructions for task 2 and email their ‘personal work schedule v1’ to two relevant personnel. Assessor, please note that the unit requirements are for the student to identify their own personal and/or work factors that impact their life and develop a personal work schedule. There are no benchmark answers provided. Marking these tasks should be based on students completing all the ‘personal work schedule v1’ sections correctly i.e identifying personal and/or work factors, define the circumstance and identify KPI/accountability in relation to the circumstances identified, identify barriers and its impact and provide an implementation and completion date completing all tasks as per the instructions.

<b>+ Send</b>	<b>From</b>	<b>Student X</b>
	<b>To</b>	<b>the stakeholder</b>
	<b>Subject</b>	<b>Personal work schedule v1</b>
	<b>Attachments</b>	<b>Personal work schedule v1</b>

**Message**

Hi,

I have completed my 'Personal work schedule v1'. I am attaching the schedule for your review. Please review column A –J of the attached schedule.

Regards,

Student X

**Task 3:**

In this task, you are required to implement, monitor, review your original plan work schedule for one week. Compare actual performance against original plan, document variation and update personal work schedule and email it to the stakeholders.

**Student instructions:**

**For this task complete 'personal work schedule template V1' from column K-M following below instructions:**

To complete this task, follow the instructions below:

3a. Implement, monitor and review your original plan work schedule for one week from the day you sent an email to the stakeholders with your 'personal work schedule v1'. When monitoring and reviewing the planned tasks and time frames think if you will be able to achieve the KPI within the time frames, do you need to re-prioritise? Are there any issues that you need to re-consider and change your strategy?

3b. Compare actual performance against original plan and document expected, and actual work performance variations based on your review. Once the schedule is updated save and submit 'personal work schedule version 2' by making changes and updating applicable sections from column K-M of the personal work schedule template and email to the same stakeholders that you sent the initial work schedule to in task 2.

You will need to clearly state in your email to the stakeholders to review and check your progression for each task, review the variations in your work schedule and ensure that it aligns with meeting your identified accountabilities and KPI's in column C of the schedule template. Also notify the stakeholders they need to review and provide feedback to you within one day (24hrs) of your submission of the 'personal work schedule v2'.

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Students must follow the task instructions for task 3 and implement and monitor, review and make changes to the work schedule. The students must complete column K-M. Students must implement the original plan, monitor their schedule, and record changes and variations between expected and actual work performance. Once the changes are done, students must submit their revised 'personal work schedule v2' to the same two personnel they sent their version 1 in tasks 2. Assessors must check actual progression of work task against the accountabilities and KPIs in

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column C. Students must note variations in actual and expected work performance eg. Is the progression in line with expected outcomes/KPI's? Upon submission to the stakeholders both the internal and external stakeholders must provide their feedback/response via email to the students within one day (24 hrs) of submission of the students 'personal work schedule v2'.

#### Tasks 4:

In this task, you are required to action feedback received from stakeholders, identify a change in your personal circumstance that will impact your current schedule. Update the 'personal work schedule' and submit the final version to your assessor for marking.

**For this task complete 'personal work schedule template v2' from column N-P following below instructions:**

#### Student instructions:

To complete this task please follow the instructions below:

4a) Once you receive feedback from the personnel on 'personal work schedule version 2', conduct analysis of variation, document variations based on stakeholders feedback and make final changes to your work schedule accordingly.

4b) Update your personal work schedule template according to internal and external stakeholder's feedback, notify one change in circumstances and its impact on timeframes. For example, you may need to adjust your KPIs because you have some urgent unplanned travel that you need to undertake or have there been changes in your personal circumstances that have impacted positively or negatively on your work performance? Have there been changes in your work environment that have affected positively or negatively on your personal circumstances? then update applicable sections from column N-P of the [personal work schedule template](#). Once completed save the final version as 'personal work schedule version 3\_FINAL' and submit the final version of the personal work schedule to your Assessor as evidence and for marking purposes.

Your updated 'personal work schedule V3' must be submitted to the Assessor within one day (24 hrs) of receiving the feedback from the stakeholders.

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Student must analyse any changes noting at least one change to personal circumstances and making final variations to the expected and actual work performance. They must complete updates from relevant column N-P of the personal work schedule template and submit the final 'personal work schedule version 3\_FINAL' document for marking. The final document must be submitted by the students within one day or 24 hrs of receiving the feedback from the stakeholders.

#### Overall Assessment guide:

**Assessor Marking guide overall assessment:** Assessor note the unit requirements is for the students to develop a personal work schedule so there are no benchmark answers and/or correct or incorrect answers or methods for the completion of this assessment as the personal work schedule is based on students' individual circumstances. However, for marking purposes, please ensure that the student has followed all task instructions correctly and have identified and completed the requirements of developing, communicating, monitoring, reviewing, and implementing the personal work schedule as per the assessment's / task requirements.

**Assessment checklist:**

Students must have completed all four (4) tasks before submitting. This includes:

1	Task 1: Identify tasks requirements, identify accountabilities, assess barriers and develop a personal work schedule	<input type="checkbox"/>
2	Tasks 2: Communicate personal work schedule to relevant personnel for review. Emails 'personal work schedule version 1' to stakeholders	<input type="checkbox"/>
3	Tasks 3: Implement, monitor work performance, seek and evaluate feedback from personnel, document variations and update personal work schedule accordingly, and email 'personal work schedule version2' to stakeholders for review.	<input type="checkbox"/>
4	Task 4: Analyse variations between expected and actual work, update personal work schedule including one change of circumstances and submit the final plan to the Assessor. Submit final 'personal work schedule version 3_FINAL' to Assessor	<input type="checkbox"/>



**Congratulations you have reached the end of Assessment 2!**

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