

# BSBMGT404

Lead and facilitate off-site staff

## **Table of Contents (Extract)**

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

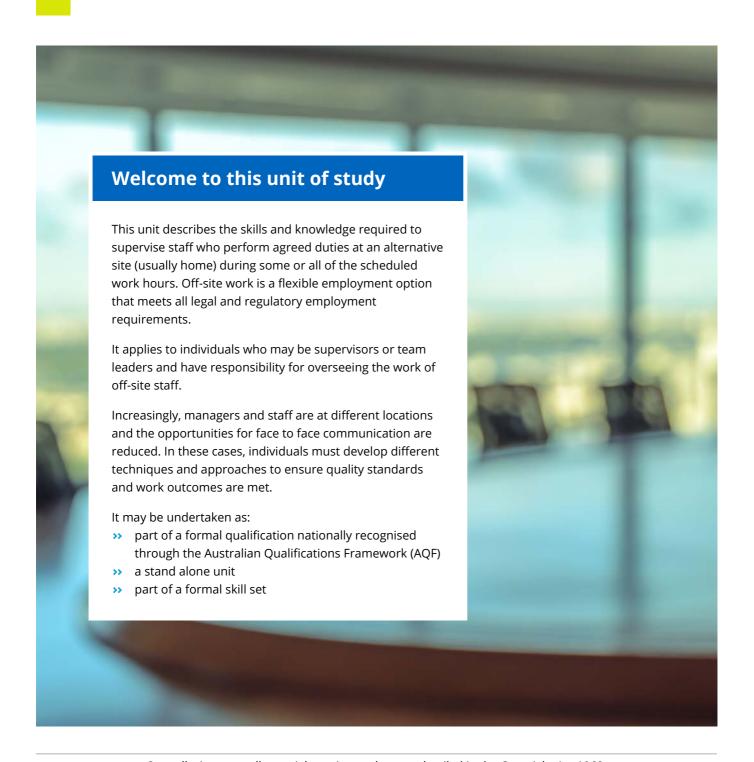
This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBMGT404.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBMGT404/

## Trainer/assessor guide

## BSBMGT404 Lead and facilitate off-site staff



### Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Facilitate off-site work outcomes	5
E-teams	5
Check your understanding	17
Topic 2: Support off-site staff	19
Guidance	19
Check your understanding	27
Topic 3: Manage off-site staff performance	29
Managing staff performance	29
Check your understanding	37
References	39
Assessment workbook	41
Unit information	43
What is competency-based assessment?	44
How will my competency be assessed?	45
Assessment agreement	46
Foundation skills checklist	47
Skills recognition	48
Topic 1: Facilitate off-site work outcomes	49
Topic 2: Support off-site staff	50
Topic 3: Manage off-site staff performance	51
Knowledge questions	52
Topic 1: Facilitate off-site work outcomes	53
Topic 2: Support off-site staff	58
Topic 3: Manage off-site staff performance	62
Topic 4: Specific knowledge evidence	67
Performance tasks	69
Third party evidence collection agreement	70
Topic 1: Facilitate off-site work outcomes	71
Topic 2: Support off-site staff	74
Topic 3: Manage off-site staff performance	76
Completion record	78
Unit mapping and assessment checklist	79
Trainer/ assessor user instructions	81



### About this trainer/assessor guide

### **Learning resource**

The learning resource is divided into the following topics:

- >> Facilitate off-site work outcomes
- >> Support off-site staff
- Manage off-site staff performance

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- >> a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

#### **Assessment workbook**

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

#### **Disclaimer**

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.