

BSBPEF402

Develop personal work priorities

Table of Contents (Extract)

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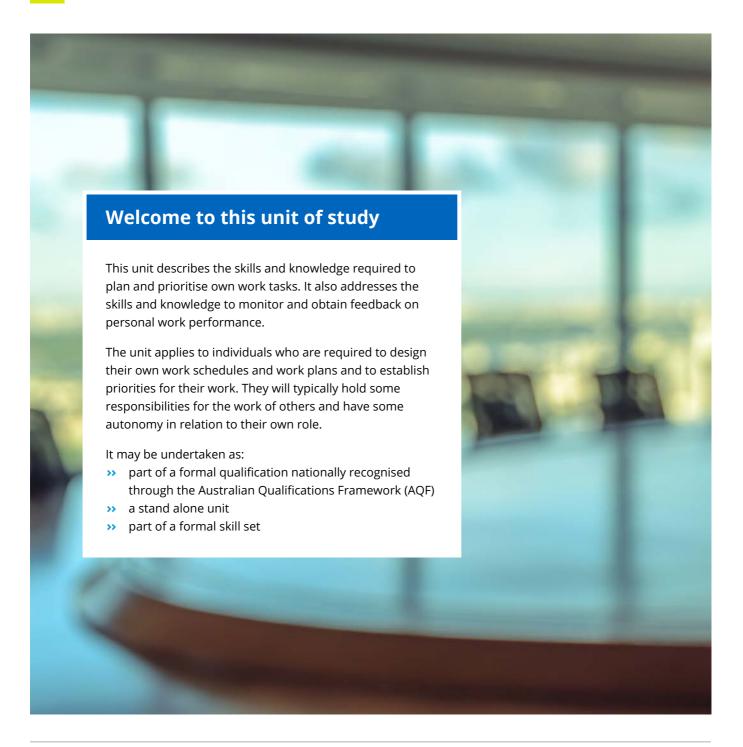
This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBPEF402.

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/BSBPEF402/

Trainer/assessor guide

BSBPEF402 Develop personal work priorities



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Plan personal work schedule	5
Identify task requirements	5
Identify own accountabilities	9
Assess barriers to performance	12
Develop a personal work schedule	16
Check your understanding	19
Topic 2: Implement personal work schedule	21
Communicate personal work schedule to relevant personnel	21
Monitor own performance	23
Document variations between expected and actual work performance and communicate to	relevant
personnel	25
Check your understanding	27
Topic 3: Review personal work priorities	29
Seek and evaluate feedback from relevant stakeholders	29
Analyse variations between expected and actual work performance	32
Update personal work schedule according to feedback and changes in circumstances	34
Check your understanding	35
References	37
Assessment workbook	39
Unit information	41
What is competency-based assessment?	42
How will my competency be assessed?	43
Assessment agreement	44
Foundation skills checklist	45
Skills recognition	46
Topic 1: Plan personal work schedule	47
Topic 2: Implement personal work schedule	48
Topic 3: Review personal work priorities	49
Knowledge questions	50
Topic 1: Plan personal work schedule	51
Topic 2: Implement personal work schedule	57
Topic 3: Review personal work priorities	60
Performance tasks	63
Third party evidence collection agreement	64
Topic 1: Plan personal work schedule	66
Topic 2: Implement personal work schedule	68
Topic 3: Review personal work priorities	70

Completion record	72
Unit mapping	73
Trainer/ assessor user instructions	75



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Plan personal work schedule
- >> Implement personal work schedule
- Review personal work priorities

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.

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