



**CATAPULT**

# BSBWOR301

Organise personal work priorities and development

## 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 BSBWOR301.

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/BSBWOR301/>



# Trainer/assessor guide

**BSBWOR301**

## Organise personal work priorities and development

### Welcome to this unit of study

This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set



# Contents

About this trainer/assessor guide .....	4
Learning resource.....	5
Topic 1: Organise and complete own work schedule .....	5
Work goals and Key Performance Indicators (KPIs) .....	5
Prioritising work.....	8
Factors affecting achievement.....	13
Business technology.....	16
Check your understanding .....	19
Topic 2: Monitor own work performance.....	21
Personal work performance.....	21
Performance feedback.....	27
Variations in quality.....	29
Signs of stress .....	32
Sources of stress and resolutions.....	37
Check your understanding .....	41
Topic 3: Co-ordinate personal skill development and learning.....	43
Personal learning and development needs .....	43
Learning opportunities .....	47
Development opportunities .....	51
Feedback and learning needs .....	52
Check your understanding .....	55
References.....	57
Assessment workbook .....	59
Unit information .....	61
What is competency-based assessment?.....	62
How will my competency be assessed?.....	63
Assessment agreement.....	64
Foundation skills checklist.....	65
Skills recognition.....	66
Topic 1: Organise and complete own work schedule .....	67
Topic 2: Monitor own work performance.....	68
Topic 3: Co-ordinate personal skill development and learning.....	69
Knowledge questions .....	70
Topic 1: Organise and complete own work schedule .....	71
Topic 2: Monitor own work performance.....	77
Topic 3: Co-ordinate personal skill development and learning.....	84
Topic 4: Specific knowledge evidence .....	89
Performance tasks.....	91
Third party evidence collection agreement .....	92
Topic 1: Organise and complete own work schedule .....	93
Topic 2: Monitor own work performance.....	96
Topic 3: Co-ordinate personal skill development and learning.....	99

Completion record.....	102
Unit mapping and assessment checklist .....	103
Trainer/ assessor user instructions.....	105

# About this trainer/assessor guide

## Learning resource

The learning resource is divided into the following topics:

- » Organise and complete own work schedule
- » Monitor own work performance
- » Co-ordinate personal skill development and learning

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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