



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB50215 Diploma of Business

Record of Assessment Outcome

Unit of Competency:	BSBWOR501 – Manage personal work priorities and professional development		
Student Name:			
Student ID Number:			
Assessor Name:			
Term and Year:			
The student provided evidence of the following assessment task(s):		Yes	No
Assessment 1	Portfolio of Activities	<input type="checkbox"/>	<input type="checkbox"/>
Assessment 2	Project	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the student was assessed as:			
Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>			
Did the student meet the criteria for the following elements of competency?		Yes	No
1. Establish personal work goals		<input type="checkbox"/>	<input type="checkbox"/>
2. Set and meet own work priorities		<input type="checkbox"/>	<input type="checkbox"/>
3. Develop and maintain professional competence		<input type="checkbox"/>	<input type="checkbox"/>
The student requires the following skill(s) development before re-assessment:			
Feedback to student on overall performance during assessment:			
The student has been provided with feedback and informed of the assessment result and the reasons for the decision.			
Assessor Name:			
Assessor Signature:		Date:	
I have been provided with feedback on the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.			
Student Name:			
Student Signature:		Date:	

“THIS PAGE IS INTENTIONALLY LEFT BLANK”



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB50215 – Diploma of Business

BSBWOR501 – Manage personal work priorities and professional development

Assessment 1 – Portfolio of Activities

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				

Submission details

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor. Submit this document with any required evidence attached. See specifications below for details.

Performance objective

In this assessment task you will demonstrate the ability to establish personal work goals. The candidate will also demonstrate the ability to set and meet work priorities.

Assessment description

Using a position description, you will set work goals and prioritise work goals. You will then develop two work plans to achieve two work goals. You are required to keep a journal containing your reflections on and explanation of the process of managing work priorities.

Procedure

1. Review your job description and your organisation's business plans, business goals, policies and procedures.

In your journal, provide a list of the organisation's policies, procedures and plans that will inform team and personal goal setting.

2. Based on your job description (and following your organisation's business plans, goals, and applicable policies and procedures), establish four to five goals (including both personal and team goals).

In your journal, describe how and why you established goals. Explain the value of personal and team goal-setting in an organisation.

3. Develop KPIs to measure performance related to work goals.

In your journal, describe:

- a. How the KPIs will be used to measure goal-related performance.
- b. How you will maintain performance under varying conditions and contingencies. Give specific examples.
- c. How, given your own personal strengths and weaknesses, you will capitalise on or minimise the effect of these personal traits in your work plans.

4. Consider a range of activities to advance work goals. Prioritise possible activities. Choose two work goals to develop work plans for.

In your journal, describe the process you undertook to prioritise activities. Describe competing demands and how you plan to manage these to achieve goals.

5. Referring to the template provided in Appendix 1 as an example, use Microsoft Word to develop two work plans to achieve the two goals you have prioritised.

In your journal, describe the process of developing your plans to manage work priorities. Describe how you have used the plans to manage time efficiently.

6. In your journal, describe:

- a. How you will ensure you serve as a positive role model through work planning and organisation. Give examples. Describe how your work plans serve as examples to follow in your workplace.
 - b. How you will maintain appropriate work–life balance, manage stress and maintain health.
7. Submit your position description, work plans and journal to your assessor as per the specifications below. Ensure you keep a copy of all work submitted for your records.

Specifications

You must submit:

- A position description
- Two work plans produced using Microsoft Word
- A journal.

Your assessor will be looking for evidence of:

- Use of literacy skills to interpret written job descriptions, business plans, policies and procedures, etc.
- Use of organisational skills to set and achieve priorities
- Application of principles and techniques of performance measurement:
 - Identification of personal behaviour to assist in managing work priorities and work–life balance
 - Goal setting
 - Time management
- Application of organisational policy, plans or procedures to setting or planning the achievement of work goals
- Application of knowledge of work practices to improve personal performance.

Appendix 1 – Work plan

Work activity	Description	Goal/s	KPIs	Timeframe	Person responsible



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB50215 – Diploma of Business

BSBWOR501 – Manage personal work priorities and professional development

Assessment 2 – Project

Submission Details				
Student ID Number:				
Student Name:				
Assessor Name:				
Due date:				
Student Declaration:	By signing this declaration, I certify that: <ul style="list-style-type: none">• The assessment work is my own work;• All sources and materials have been acknowledged where required;• I have not copied or plagiarized in any way materials of another person or work of a fellow student and referenced all sources of information.			
Student Signature:				
Assessment Result Details				
Result:	Satisfactory		Not Satisfactory	
Feedback to Student:				
Student Declaration:	I have been provided with feedback on my assessment performance/result from Magill College Sydney assessor.			
Student Signature:				
Assessor Signature:				
Date:				

Submission details

The Assessment Task is due on the date specified by your assessor. Any variations to this arrangement must be approved in writing by your assessor. Submit this document with any required evidence attached. See specifications below for details.

Performance objective

In this assessment task you will demonstrate the skills and knowledge required to develop and maintain professional competence.

Assessment description

You will develop a professional development plan with career objectives and an action plan. To assist in the development of your plan, you are required to seek feedback on your professional competency. You are required to keep a journal containing your reflection on, and explanation of, the process of planning professional development.

Procedure

1. Assess your personal knowledge and skills against competency standards such as enterprise specific competencies or nationally endorsed units of competency.

In your journal, describe the process you undertook to assess your professional competency.

2. Meet with two people who are familiar with your work and can assess aspects of your professional competency, such as employees, colleagues, clients or supervisors to seek feedback on your work performance. Take notes to submit as evidence of your meeting.

In your journal, describe the meeting, and the questioning and active listening techniques you used to elicit the feedback.

3. Using the template provided in Appendix 1, or one from your workplace, develop a professional development plan. You should include:
 - a. Development opportunities, such as training; include opportunities to undertake within one year and within five years
 - b. New skills you aim to acquire to achieve or maintain a competitive edge
 - c. Planned participation in networks or professional associations to enhance professional development
 - d. Timeframes in which to achieve development opportunities, new skills, participation in networks.

In your journal, you should discuss:

- a. How you analysed and applied feedback to your professional development plan
- b. The process you undertook to identify, evaluate and select the development opportunities included in your professional development plan – discuss learning styles and application to your planning

- c. New skills you plan to acquire – explain how acquiring these skills will provide a competitive edge
 - d. Examples of networking you have undertaken or are currently undertaking to enhance knowledge, skills or work relationships
 - e. How these plans align to relevant organisational policies and procedures and how they align to organisational goals and your work role.
4. Submit your professional development plan, feedback notes and journal to your assessor as per the specifications below. Ensure you keep a copy of all work submitted for your records.

Specifications

You must submit:

- A professional development plan
- Meeting notes
- A journal.

Your assessor will be looking for evidence of:

- Communication skills to receive, analyse and report on feedback
- Application of principles and techniques of planning professional development
- Knowledge of management development opportunities
- Knowledge of types of learning styles and application to professional development planning.



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

Appendix 1– Professional development plan

Name			
Date of development		Date to be reviewed	

☐

Discussed with mentor/colleague

Name: _____

☐

Discussed with manager

Name: _____

Professional development opportunities/ training

Timeframe	Description of opportunity/training	Skills/ competency to develop



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

Timeframe	Description of opportunity/training	Skills/ competency to develop

Networking activities

Timeframe	Description of networking activities	Opportunity/professional advantage



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

Timeframe	Description of networking activities	Opportunity/professional advantage