Assessment Requirements for BSBWOR301 Organise personal work priorities and development

# Modification History

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| Release | Comments |
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

# Performance Evidence

Evidence of the ability to:

* prepare a work plan according to organisational requirements and work objectives
* use business technology to schedule, prioritise and monitor completion of tasks in a work plan
* assess and prioritise own work load and deal with contingencies
* monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
* identify personal development needs and access, complete and record skill development and learning.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

# Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

* outline key provisions of legislation that relate to own work role
* describe goals, objectives or key performance indicators of own work role
* explain ways to elicit, analyse and interpret feedback when communicating with other people in the workplace
* explain the principles and techniques of goal setting, measuring performance, time management and personal assessment of learning and development needs
* explain signs and sources of stress and strategies to deal with stress in the workplace
* identify methods to identify and prioritise personal learning needs.

# Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

* office equipment and resources
* work schedules and performance improvement plans
* workplace documentation and resources
* case studies and, where possible, real situations
* interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

# Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>