## RPL Assessment Kit – BSBWOR202

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| **Instructions to assessors** |
| This assessment kits consists of the following   * **Evidence Review** * **Competency Interview** * **Observation/Demonstration Checklist (optional)** * **Competency Interview Record**   **Instructions:**  Assessor checks the portfolio to confirm that:   * + the portfolio is well-organised. The assessor may return a poorly-organised portfolio to the candidate for improvement before proceeding.   Assessor reviews the evidence   * The assessor reviews the evidence and notes the quality of evidence provided for each unit. * The assessor uses the evidence review table and maps the evidence to the criteria of the unit. * The assessor identifies any gaps and may contact the candidate to organise a ‘competency conversation’—i.e. a RPL assessment interview (in this case, the RPL assessor may choose to gather some of the required knowledge evidence, verbally; the RPL assessor must detail answers to questions for verbal evidence provided). * Contact one or more of the third party referees the candidate names in their portfolio—the RPL assessor should only do this if they have questions about the evidence the candidate has submitted and feels that the referee can clarify. * Contact the candidate and ask them for more evidence.   Assessor makes assessment decision   * The assessor makes a decision of competence for each unit applied for. * The assessor informs the candidate of the outcome. |

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| **Name of Candidate** |  | | | | |
| **Unit Code and Title** | BSBWOR202 Organise and complete daily work activities | | | | |
| **Name of Assessor** |  | | | | |
| **UPON RPL INQUIRY OR APPLICATION, WAS THE CANDIDATE?** | | | | | **Check** |
| Issued the relevant documents including: Application form, RPL Handbook, refund policy? | | | | |  |
| Provided with a copy of the unit(s) of competence and had it explained? | | | | |  |
| Given guidance on the types and examples of evidence that relate to the unit(s)? | | | | |  |
| **Method of Submission** | **Mail**  **Email** | **I n person**  **Courier** | **Dropbox/Drive**  **Email** | **Due Date** |  |
| **Other**  **Email** | **Submitted Date** |  |
| **Portfolio of Evidence Submitted** | | | | | |
| **Item #** | **Item Description** | | | | |
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## EVIDENCE REVIEW

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| **Unit code and title**  **BSBWOR202 ORGANISE AND COMPLETE DAILY WORK ACTIVITIES** | | **Evidence Item #’s** | **Check if fully addressed** |
| **Element** |  | | |
| **Organise work schedule** | 1.1 Discuss and agree on work goals and plans with assistance from appropriate persons |  |  |
| 1.2 Develop an understanding of the relationship between individual work goals and plans, and organisational goals and plans |  |  |
| 1.3 Plan and prioritise workload within allocated timeframes |  |  |
| **Complete work tasks** | 2.1 Complete tasks within designated timelines and in accordance with organisational requirements and instructions |  |  |
| 2.2 Use effective questioning to seek assistance from colleagues when difficulties arise in achieving allocated tasks |  |  |
| 2.3 Identify factors affecting work requirements and take appropriate action |  |  |
| 2.4 Use business technology efficiently and effectively to complete work tasks |  |  |
| 2.5 Communicate progress on task to supervisor or colleagues as required |  |  |
| **Review work performance** | 3.1 Seek feedback on work performance from supervisors or colleagues |  |  |
| 3.2 Monitor and adjust work according to feedback obtained through supervision and comparison with established team and organisational standards |  |  |
| 3.3 Identify and plan opportunities for improvement in liaison with colleagues |  |  |
| **Performance Evidence – has the student provided evidence of his/her ability to:** | * plan and organise workload with the assistance of others |  |  |
| * complete tasks, using appropriate digital tools, within specified timelines seeking assistance as required |  |  |
| * use effective communication skills to seek assistance or feedback from others |  |  |
| * seek and use feedback from others to monitor and improve work performance. |  |  |
| **Knowledge Evidence – can the student:** | * outline the organisational standards, policies and procedures that relate to own work role |  |  |
| * explain the relationship between an individual's work goals and plans and the organisation's goals and plans |  |  |
| * list some factors that can affect the ability to get work done, and explain the action to take |  |  |
| * explain how to plan and manage time |  |  |

## OBSERVATION/DEMONSTRATION CHECKLIST (optional)

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| 1. **TASK SUMMARY: (optional)** 2. **Demonstration Task** Describe the task here   **Assessor Instructions:**  This checklist below is to be used by the assessor to record observations of the candidate performing the required task(s) for the unit **BSBWOR202 Organise and complete daily work activities**  If the candidate did not demonstrate the required skills, the assessor may pose questions or hypothetical situations based on the knowledge of their work environment and/or the unit requirements.  If evidence presented by the candidate is sufficient some aspects may not need to be demonstrated and should be ticked N/A | | | | |
| **Did the candidate:** | **Yes** | **No** | **N/A** | **Comments** |
| 1. INSERT OBSERVATION ITEM |  |  |  |  |
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| **Reasonable adjustments (leave blank if none)** | | | | |

## Competency Interview Record

The assessor must provide the following information during the competency interview and complete the checklist below.

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| 1. **TASK SUMMARY:** Identify at least 6 appropriate questions to ask the candidate to clarify their’ knowledge of the unit of competency **BSBWOR202 Organise and complete daily work activities** 2. The questions are to be asked by the assessor to the candidate during a real or mock competency interview. You will conduct this interview making sure that you take care of the introductions and provide the information as part of this. 3. **WHAT NEEDS TO BE KEPT FOR EVIDENCE?** 4. The assessor is to record the candidate’s responses and any extra questions asked to fill in gaps in the evidence supplied towards the performance and knowledge evidence criteria of the unit. All fully completed documents need to be submitted. 5. **SUPPORT** 6. The assessor can guide the candidate as needed to ensure a fair opportunity has been given to demonstrate competency.   The assessor must identify any reasonable adjustment needed and provide details in the appropriate section/s | | | | |
| **WELCOME AND GENERAL INFORMATION** | | | **Check if covered** | |
| Welcome the candidate, introduce yourself and make the candidate comfortable | | |  | |
| Explain what you will be doing during the interview E.g Asking questions, taking notes, recording the session | | |  | |
| Explain “Competent” and “Not Yet Competent” outcomes and how these are determined | | |  | |
| Explain how feedback and outcomes will be communicated to the candidate | | |  | |
| Explain the appeals process | | |  | |
| Ask if the candidate has any special needs and if they are ready to proceed | | |  | |
| **ASSESSOR NOTES, COMMENTS AND FEEDBACK**  (Information provided or discussed, including a summary of candidate responses to questions and any further evidence provided, such as demonstrations, products etc.) | | | | |
| Interview date: | | Time taken: | | |
| **#** | **QUESTION** | **CANDIDATE RESPONSE** | | **Check if satisfactory** |
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| **Comments:** | | | | |
| **Reasonable adjustments (leave blank if none)** | | | | |

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| **Additional evidence required: Yes  No  (list additional evidence)** | Method of submission |
| Mail  Email  In person  Dropbox  Courier  Other |
| **Date required by (if YES):** | |

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| **Is the evidence provided:**  VALID  AUTHENTIC  CURRENT  SUFFICIENT?  CONSISTENT |

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| **RPL Granted - COMPETENT**  **Additional Evidence Required – NOT YET COMPETENT** | **Assessor Signature** |  |
| **Date** |  |