

**Imagine Education
Student Assessment Cover Sheet**

Course Code FNS50215 Course Name Diploma of Accounting

Unit Code BSBWOR501 Unit Name Manage personal work priorities and professional development

Due Date Assessment Name Accounting Portfolio

 Part A: Short answer questions

 Part B: Case Study

 Part C: Project

Student No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Declaration**
I declare that this assessment is my own work and where my work is supported by documents from my workplace placement/employer permission has been granted.

***Note: Filling out this coversheet as part of an electronic submission and approving the above information will operate in the same way as physically signing this cover sheet.***

**Student name or signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Office Use Only***

Date/s Received: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Date/s Assessed: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Result of Assessment: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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| Entered on Training Plan |  | Moderation |  | Signature |

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**Imagine Education**
**Assessment questions**

 **Part A**

**Course Code and Name:** FNS50215 Diploma of Accounting

**Unit Code:** BSBWOR501

**Unit Title:** Manage personal work priorities and professional development

For this assessment you are required to answer all of the questions. You are permitted to research the answers by reading your text book, theory notes and accessing the internet. If more room is needed label each task with the question number and use headings or dot points to make your work clear for your trainer and assessor.

Please follow the **Referencing Guide** contained on your Course handbook.

Please attach a **student assessment cover sheet** to each unit submission. You must complete the cover sheet in full detail.

1. Research the following TERMS and PHRASES that are linked to this unit of competency. Explain each term in 3-5 lines in relation to managing personal work priorities and professional development. Please remember to reference.
	1. **Role model**
	2. **Work goal**
	3. **S.M.A.R.T.T.**
	4. **Position description Verses K.P.I.**
	5. **Prioritising tasks**
	6. **Lag indicator Versus Lead indicator**
	7. **Work life balance**
	8. **Competency standards**
	9. **Networking**
2. In at least 3-5 lines explain how important it is for a **POSITION DESCRIPTION** to be established to assist employees to set work goals and achieve them.
3. In 3-5 lines explain why it is important for the goals and objectives of your workplace to link with your own goals and objectives. In your opinion should they link? Can you effectively operate in your workplace if your goals and the goals of your workplace don’t link?
4. Establishing Priorities Model handout discusses decision making relating to busy managers. It has a priority list that could be used as a guide for decision making which relates to tasks of a manager. These are,
* Do it now
* Do it later
* Do it when time permits
* Delegate it
* Dump It
1. In your own words, explain how you would prioritise a number of urgent matters that have arisen in the course of a day. For example 5 urgent matters.
2. Explain how you would know when to delegate tasks.
3. Do you accept work that doesn’t belong to you? Explain your response.
4. The day is Monday. You have a very uninteresting, laborious task to complete by the end of the week. The task should take about 3 hours of uninterrupted concentration. List 5 considerations you would make in deciding to complete the task and submit it on time.
5. The values of a workplace are outlined, and sometimes detailed, in the organisation’s business plan. Often, they are found to be the substance of the organisation’s Vision and Mission Statements. In at least 3-5 lines explain your viewpoint regarding the relationship between personal values aligning with the values established at a workplace. Do you think it is important for them to align?
6. A SWOT analysis is a tool that identifies the strengths, weaknesses, opportunities and threats.
	1. Explain how the completion of a SWOT analysis is beneficial in assisting individuals to improve their time management skills in their personal lives.
	2. Draw a SWOT analysis and complete one example from your personal life to indicate how the analysis is used.
7. Identify one piece of technology that you are currently using or would consider using to assist you in efficiently and effectively managing your work priorities and commitments. Explain what that technology is and how it helps you.
8. As part of life, there are the good things that happen, and not so good things that happen. These events or “happenings” may be short term or long term, but essentially, they impact on our normal life routine to some extent. From your perspective:
	1. Explain how both the good things that happen, and the bad things that happen, are stressors in our lives.
	2. Give an example of each.
	3. In your explanation, include what may happen if there are multiple occurrences in a short period of time e.g. 12 months.
	4. Explain whether you think individuals need to make allowances in their time management for both the good and not so good occurrences.
9. One way of developing and maintaining professional competence is to seek feedback from various clients and colleagues about your performance in your workplace.
	1. Explain who you would seek feedback from.
	2. Explain how you could get this feedback.
	3. Explain why it is important get this feedback.
10. Give one example of how you currently participate in networks to enhance your personal knowledge, skills and work relationships.

**Imagine Education**
**Assessment Case Study**

**Part B**



**Course Code and Name:** FNS50215 Diploma of Accounting

**Unit Code:** BSBWOR501

**Unit Title:** Manage personal work priorities and professional development

**Student Instructions: Please read the case study and answer the following questions.**

**“DONNA”**

Donna is studying Anatomy and Physiology by distance learning at The Open Polytechnic of New Zealand. Her assignment is due on the coming Wednesday, so she started it last Friday evening after dinner.

She decided to work in her bedroom. Her softball gear was on her desk, so she put the books on her bed. She spent a while looking for a pen, but couldn’t find one. However, she borrowed the pencil by the phone. When she began to read the assignment, she discovered that she needed some notes she had left at work. She thought she would therefore begin by reading the textbook, and would get the notes on Monday. After half an hour of reading, her boyfriend, Jason rang. He asked whether she wanted to go and visit some friends. Donna decided to continue work on the assignment on Saturday.

Saturday was very busy. Her friend Sharon rang at 10.30 to ask whether Donna would be available to play softball at 2.00 that afternoon. Donna was still in bed, but she agreed to meet the others at 11.00 to do some practice. Her team won their game and they all went to the pub to celebrate. By the time Donna arrived home, it was too late do any studying.

On Sunday she went to church in the morning and visited her aunt and uncle in the afternoon. She didn’t remember the assignment until after dinner. She still didn’t have her notes, and there were parts of the textbook she found difficult to understand. The assignment was proving to be harder than she thought it would be. She really needed some advice. She phoned her tutor but all she got was a message saying that the tutor would ring back if she left her name and number. Donna began to think that she wouldn’t get the assignment finished on time. It needed to be in the tutor’s drop box on Wednesday. She’d have to do some quick work on Monday and Tuesday evenings. It wouldn’t be her best work, of course, but that couldn‘t be helped.

On Monday she wakes up after 8.00, having found that she has forgotten to set the alarm clock. Her flatmates have already gone, and there is no time for breakfast. She rushes out of the house and reaches the bus stop just as the bus is disappearing around the corner. She half runs, half walks to work, but it is already 8.45 when she reaches the clinic. She is 15 minutes late.

1. Identify and list Donna’s time management problems.
2. List 5 strategies and explain how Donna could use these to overcome her time management problems.
3. After considering Donnas time management issues. How will this behaviour impact in the workplace environment?

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**Imagine Education**
**Assessment Project**

**Part C**

**Course Code and Name:** FNS50215 Diploma of Accounting

**Unit Code:** BSBWOR501

**Unit Title:** Manage personal work priorities and professional development

***Student Instructions:***

This section requires you to analyse your current skills/knowledge and work practices in your job, as well as setting goals and developing strategies for professional development in your career. If you are not working you could conduct research into an organisation that you deal with regularly, base the project on a past career/job or one that you aspire to, or use an organisation in which you have a contact person.

1. ***Time management and personal work priorities***
	1. List the tasks that you should complete in a typical 8-hour shift in your workplace. Use the Establishing Priorities Model Handout to place them in order of priority. Explain how you have categorised each task and provide your reasons why.
	2. Keep a time log for 2-3 shifts to show how well you are managing your time in relation to the tasks that you should complete. Refer to the Time Log Handout for an example time log and include this time log here. In 3-5 lines write a review about your time management performance.
	3. Design a Gantt chart to monitor the activities in a typical 8-hour shift in your workplace.
2. ***Professional development***
3. Conduct a skills audit of your level of skills and knowledge in your workplace. Include day-to-day tasks, responsibilities and competency standards such as enterprise-specific and nationally endorse training competencies e.g. RSA etc. (include at least 5 skills/knowledge in your job role)

1=fully confident, I already do this competently

2=I require further learning and development in some aspects of this area

3=I require learning and development in most or all of this area

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| **Skill/knowledge area required for my job role** | **1** | **2** | **3** |
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1. Set goals (include at least 2 goals for each box and use the S.M.A.R.T.T. format to set them)

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| **Timeframe** | **My personal goals are:** | **My professional goals are:** |
| Next 12 months |  |  |
| Next 5 years |  |  |

1. Meet and consult with your employer, colleagues and customers to identify professional development strategies that could close the gaps you have identified above. Consider your own learning styles when determining these. (include a strategy to address each area that you need further learning and development in, and goal that you have set)

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| **Name of activity** | **Details of provider, location etc** | **Target completion date** | **Cost** |
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