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| **Workbook - Organise personal work priorities and development** |
|  | Course number: ......................................................................................Course venue: ........................................................................................Course Leader: ......................................................................................Course date(s): ....................................................................................... |
| **Scout Course/OPWPD** | **Module: Organise personal work priorities and development** |
| Candidate’s personal details: **My Name:** ………………………………………………………………………………….............My Branch: ……………….. My Membership No: ………………… My Scouting Role: ………………………………………….Mobile: …………………… Email: …………………………… Address: …………………………………………………………. |
| **Assessment summary** | **Not satisfactory** | **Satisfactory** |
| 1. Group discussion
 |  |  |
| 1. Questionnaire
 |  |  |
| 1. Observation and evaluation
 |  |  |
| 1. Checklist (formative)
 |  |  |
| 1. Instructor’s Final Checklist (summative)
 |  |  |
| Scout module requirements are complete**Supervisor Name: Signature: Date:** |
| The candidate satisfies the requirements for the above module and is considered to be proficient.**Scout Assessor / Instructor Name**: …………………………… **Scout Assessor No**: …………………. & **Instructor No**: ………………….**Signature**: …………………………................................... **Date**: ……….. |

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|  Candidate’s Statement of AcceptanceI accept the assessment decision and agree that the process was valid and fair.**OR** I wish to appeal the assessment decision:**Candidate’s signature:** ..................................................................  **Date:** ...................... |

**Note to Scout Assessor / Instructor:**

**When this module workbook is complete, detach this page and forward to your Branch Training Administration Officer. Return the rest of this module workbook to the candidate.**

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**This module workbook is to be kept by the candidate as evidence for possible RPL**

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| **ASSESSMENT RESULT SHEET** |
|  | Course number: ......................................................................................Course venue: ........................................................................................Course Leader: ......................................................................................Course date(s): ....................................................................................... |
| **Scout Course/OPWPD** | **Module: Organise personal work priorities and development**  |
| Candidate’s personal details: **My Name:** ………………………………………………………………………………….............My Branch: ……………….. My Membership No: ………………… My Scouting Role: ………………………………………….Mobile: …………………… Email: …………………………… Address: …………………………………………………………. |
| **Based on my observations and from verified information available, the candidates listed above can:** | **Not satisfactory** | **Satisfactory** |
| **1. Organise and complete own work schedule** |  |  |
| 1.1. Ensure that work goals and objectives are understood, negotiated and agreed in accordance with organisational requirements |  |  |
| 1.2. Assess and prioritise workload to ensure tasks are completed within identified timeframes |  |  |
| 1.3. Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans |  |  |
| 1.4. Use business technology efficiently and effectively to manage and monitor scheduling and completion of tasks |  |  |
| **2. Monitor own work performance** |  |  |
| 2.1. Accurately monitor and adjust personal work performance through self-assessment to ensure achievement of tasks |  |  |
| 2.2. Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements |  |  |
| 2.3. Routinely identify and report on variations in the quality of service and products in accordance with organisational requirements |  |  |
| 2.4. Identify signs of stress and effects on personal wellbeing |  |  |
| 2.5. Identify sources of stress and access appropriate supports and resolution strategies |  |  |
| **3. Coordinate personal skill development and learning** |  |  |
| 3.1. Identify personal learning needs and skill gaps using self-assessment and advice from colleagues and clients in relation to role and organisational requirements |  |  |
| 3.2. Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel |  |  |
| 3.3. Access, complete and record professional development opportunities to facilitate continuous learning and career development |  |  |
| 3.4. Incorporate formal and informal feedback into review of further learning needs |  |  |
| The candidate has provided the following portfolio of evidence:**1**: **Group Discussion:** (Summative) **Organise personal work priorities and development****2. Questionnaire:** (Summative) **Organise personal work priorities and development****3: Observation and Evaluation** (summative) **– Organise personal work priorities and development****4**: **checklist** (summative)**: Organise personal work priorities and development****5: Instructors final checklist** (summative) **Organise personal work priorities and development** |
| The candidate satisfies the requirements for the above module and is considered to be proficient.**Scout Assessor / Instructor Name**: …………………………… **Scout Assessor No**: …………………. & **Instructor No**: ………………….**Signature**: …………………………................................... **Date**: ……….. |

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| **Appointing your Supervisor:** |
| All Supervisors must hold the units that they are supervising.**Supervisor for Scout Course/ Organise personal work priorities and development** can be a Leader who has any of the following appointments:* Scout Association Guide / Instructor
* Scout Association PLA / Assessor /ALT / LT
* A person with an industry registration e.g. NOLRS registered Guide or Instructor
 |
| **Supervisor’s Details:**The **Scout Course/ Organise personal work priorities and development** course Instructor appointed this person as the candidate’s Supervisor and mentor: |
| Supervisor’s name: …………………………………………………………………………………...................................................Supervisor’s canoeing qualifications: …………………………………………………………………………………..............Membership No: ………………… Scouting Role: …………………………………………...........................................................Contact: Mobile: ……………………....................... Email: …………………………….........................................................  |

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| **Information regarding VET Assessment:** |
| On successful completion of Scouts Australia Adult Training & Development modules in Adventurous Activities, candidates may apply to the Scouts Australia Institute of Training (SAIT - RTO # 5443) for Recognition of Prior Learning (RPL) for units of competence from the SIS10 Sport, Fitness and Recreation Training Package. Candidates will need to request an RPL pre enrolment checklist from their Branch Training Administration Officer. The RPL assessment process will normally occur when sufficient modules have been completed to provide evidence towards Guide and/or Instructor Skill Sets, or for full qualifications at the Certificate II, Certificate III and/or Certificate IV levels.Successful completion of the four modules included in the Scout Course/ Organise personal work priorities and development, may provide evidence towards the RPL of the following units of competence:* **BSBWOR301B**: Organise personal work priorities and development
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| **Assessment 1: Group discussion: personal organisation, priorities and development** |
| **Discussion topics** | **Discussion notes** |
| (1) Discuss work goals and objectives. Discuss organisational requirements. Discuss factors affecting the achievement of work objectives. |  |
| (2) Discuss business technology. |  |
| (3) Discuss performance feedback. Discuss signs and sources of stress. |  |
| (4) Discuss personal wellbeing:Discuss supports and resolution strategies. Discuss professional development opportunities. |  |
| The candidate joined in discussion of the above topic and is considered to be proficient**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

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| **Assessment 2: Questionnaire: personal organisation, priorities and development** |
| **Questions about personal organisation, priorities and development** | **Answers** |
| (1) Where could you obtain information on your role’s work goals and objectives? |  |
| (2) How could you assess and prioritise your workload to ensure tasks are completed on time? |  |
| (3) What factors could affect you achieving your work objectives? |  |
| (4) What technology can assist you to efficiently and effectively complete your tasks? |  |
| (5) How could you self monitor your work performance? |  |
| (6) How could you obtain feedback on your performance? |  |
| (7) How could you identify and report on the quality of service and equipment you provide?  |  |
| (8) What are the signs of stress that could affect personal wellbeing? |  |
| (9) What are some sources of stress? |  |
| (10) Where can you find support and stress resolution strategies? |  |
| (11) What would be considered as professional development opportunities?  |  |
| The candidate demonstrated knowledge of personal organisation, work priorities and development and is considered to be proficient**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

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| **Assessment 3: Observation and evaluation – Organising personal work priorities and development** |
| **Based on my observations and verified information the candidate demonstrated organising personal work priorities and development.** | **comments** | **Not satisfactory** | **Satisfactory** |
| **Organised and completed own work schedule*** Complied with statutory and organisational procedures
* Understood work goals and objectives
* Used business technology efficiently and effectively
 |  |  |  |
| **Monitored own performance*** Monitored and adjusted personal work performance
* Sought feedback from colleagues and clients
* Routinely reported on service and equipment
* Recognised stressful situations and sought appropriate support and strategies
 |  |  |  |
| **Personal skill development*** Identified personal skill gaps and learning needs
* Undertook personal skill development
 |  |  |  |
| **Attach a copy of you most recent Scouts Australia Adult Development Plan (ADP) completed with your line manager** |  |  |  |
| **Notes about areas that need improvement, identified by the Supervisor and discussed with candidate:** |
| The candidate demonstrated personal organisation, work priorities and development skills and knowledge and is considered to be proficient**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |

**Completed by SELF, PEER and GUIDE/SUPERVISOR**

You must complete the checklist on at least **two** different occasions. You should rate yourself for each of the following areas using the 6-point rating scale below. Also ask a peer or student who participated in your instructional session to rate your performance in these areas each time. A guide or supervisor should also rate you if possible. Please ensure you provide their contact details. You should discuss areas where you need to improve.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Unsure
 | 1. Poor
 | 1. OK
 | 1. Good
 | 1. Very good
 | 1. Not applicable
 |

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| **Assessment 4: Checklist (formative) – Organising personal work priorities and development** |
| **Completed by SELF, PEER and GUIDE/SUPERVISOR*** Third-party reports from a peer and supervisor detailing performance.
* Observation of safe participation and applying canoeing skills
* Seek advice and feedback from others to improve skills and ensure safety of self and group
* Evaluate and reflect on own performance to identify strengths, weaknesses and areas that need improvement

You should rate yourself for each of the following areas using the 6-point rating scale below. Also ask a peer who also participated in your instructional session to rate your performance in these areas as well. A supervisor should also rate you as well. You should discuss areas where you need to improve.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Unsure
 | 1. Poor
 | 1. OK
 | 1. Good
 | 1. Very good
 | 1. Not applicable
 |

 |
| **Rate how well the candidate can:** | **Date:****Self** | **Date:** **Peer** | **Date:****Guide/****Supervisor** |
| **Organised and completed own work schedule*** Complied with statutory and organisational procedures
* Understood work goals and objectives
* Used business technology efficiently and effectively
 |  |  |  |
| **Monitored own performance*** Monitored and adjusted personal work performance
* Sought feedback from colleagues and clients
* Routinely reported on service and equipment
* Recognised stressful situations and sought appropriate support and strategies
 |  |  |  |
| **Personal skill development*** Identified personal skill gaps and learning needs
* Undertook personal skill development
 |  |  |  |
| **Notes about areas that need improvement, identified and discussed with candidate:** |
| **VERIFICATION DETAILS** |
|  | Name | Signature | Phone contact details |
| **Peer** |  |  |  |
| **Guide/Supervisor** |  |  |  |

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| **Assessment 5 -** **INSTRUCTOR’S FINAL CHECKLIST Organise personal work priorities and development** |
| **Candidate’s name:**  |
| **Based on my observations and from verified information available, the candidate can:** | **comment** | **Not satisfactory** | **Satisfactory** |
| **1. Organise and complete own work schedule** |  |  |  |
| 1.1. Ensure that work goals and objectives are understood, negotiated and agreed in accordance with organisational requirements |  |  |  |
| 1.2. Assess and prioritise workload to ensure tasks are completed within identified timeframes |  |  |  |
| 1.3. Identify factors affecting the achievement of work objectives and incorporate contingencies into work plans |  |  |  |
| 1.4. Use business technology efficiently and effectively to manage and monitor scheduling and completion of tasks |  |  |  |
| **2. Monitor own work performance** |  |  |  |
| 2.1. Accurately monitor and adjust personal work performance through self-assessment to ensure achievement of tasks |  |  |  |
| 2.2. Ensure that feedback on performance is actively sought and evaluated from colleagues and clients in the context of individual and group requirements |  |  |  |
| 2.3. Routinely identify and report on variations in the quality of service and products in accordance with organisational requirements |  |  |  |
| 2.4. Identify signs of stress and effects on personal wellbeing |  |  |  |
| 2.5. Identify sources of stress and access appropriate supports and resolution strategies |  |  |  |
| **3. Coordinate personal skill development and learning** |  |  |  |
| 3.1. Identify personal learning needs and skill gaps using self-assessment and advice from colleagues and clients in relation to role and organisational requirements |  |  |  |
| 3.2. Identify, prioritise and plan opportunities for undertaking personal skill development activities in liaison with work groups and relevant personnel |  |  |  |
| 3.3. Access, complete and record professional development opportunities to facilitate continuous learning and career development |  |  |  |
| 3.4. Incorporate formal and informal feedback into review of further learning needs |  |  |  |
| The candidate demonstrated personal organisation, work priorities and development skills and knowledge and is considered to be proficient**Supervisor’s Name:** ................................... **Signature**: …………………………… Date: …...... |