



BSBWOR202 Organise and complete daily work activities

Teacher Cheat Sheet

What is involved in Assessment Task 1 – Online Assessment?

- Students will have 60 minutes to complete the closed book online assessment test
- **Assessment Task 1 - Recommended time allowance – 60 minutes**

Each student needs to submit the following for this unit to be complete:

- The completed online assessment, each answer is required to be satisfactory
- If a student requires Verbal Discussion to be deemed satisfactory, trainers are required to annotate the notes in the comment/feedback area of the online assessment.
- If a student has been deemed not satisfactory overall for the task, complete the **Identified Improvement Framework Sheet** at the back of the task

What is involved in Assessment Task 2

Part A – Collaborate with your supervisor

- Student will be prepare to meet with their supervisor (you).
- Students will read the OzHandz documents and prepare their ideas for the meeting.
- The student will make notes of their idea/s in the provided spaces in the meeting plan template.
- After the student has discussed their work goals and plans you will give them period (60 minutes) to develop their workplan.
- The student will create an email to submit their supervisor (you) with their draft plan attached. Students are required to take a screen shot or screen snip of the email and insert as evidence in the required space in the booklet.

Each student needs to submit the following for this unit to be complete:

- Meeting plan.
- Draft work plan.
- Screen shot of email.

Part B - Collaborate with your supervisor and mentor

- For this role play, your assessor will again play the part of your supervisor. They will need to organise one fellow student to role play Luke, Ari's new mentor.
- The student is going to seek feedback from their mentor on their work plan and their performance (related to the scenario provided in the assessment booklet).
- You as the assessor should have a copy of the draft work plan from Part A.
- Students are required to add to their workplace plan throughout this meeting.

Each student needs to submit the following for this unit to be complete:

- Nothing is required to be submitted.

Part C – Review your work plan and performance

- Students are required to the read scenario provide and follow the instructions.
- Students are required to make final adjustments to their work plan from the discussions taken place through Part A and B.
- The student will create an email to submit their supervisor (you) with their final plan attached. Students are required to take a screen shot or screen snip of the email and insert as evidence in the required space in the booklet.

Each student needs to submit the following for this unit to be complete:

- Final copy of Work Plan.
- Email to your Supervisor (screenshot).