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| Student Name | James Eastman | Student Number | | 467513560 |
| Unit Code/s & Name/s | BSBCRT512 Originate and develop concepts | | | |
| Cluster Name  *If applicable* | N/A | | | |
| Assessment Name | Written Assignment | Assessment Task No. | | 1 of 3 |
| Assessment Due Date | 06/09/2024 | Date submitted | | / / |
| Assessor Name | Leonie Boyle | | | |
| **Student Declaration:** I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by emailing or submitting this assessment electronically, I agree to this Declaration in lieu of a written signature. | | | | |
| Student Signature | James Eastman | | Date | / / |

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| **Instructions to Student** | This assessment requires the student to develop, refine and pitch a solution to the provided workplace issue. The portfolio assesses skills and knowledge required to ensure that creative concepts could be developed and implemented when dealing with common workplace systems.  You will work in consultation with your teacher/assessor and they will be further known as the “client”.  There are two parts to this assessment  **Part 1: Solution to a Problem**  1.1 Select one of the provided scenarios. In consultation with the client, evaluate it by identifying who the client is, who the target audience is and what the issue is that has been presented  1.2 Using a creative thinking technique, brainstorm five (5) possible general innovative concepts that could be implemented for the identified business issue in the scenario  1.3 Research, identify and assess any possible constraints or restrictions, within the scope of your job and including any identified organisational policies that would need to be incorporated when developing a solution  1.4 Present your finding so far to a group of your peers and discuss your brainstorming and research to evaluate the viability of your ideas. Document any feedback they provide and narrow down which two (2) concepts should be then further developed  1.5 From the brainstorming and feedback, select two (2) concepts and conduct further research and list the factors that could affect the viability of implementing the solution. Including but not limited to:   1. commercial potential 2. suitability of the target users/business 3. feasibility of implementing the solution   1.6 Present your findings for the two (2) concepts to the client and document the feedback they provide to help narrow down which concept should be then further developed  1.7 Document which concept you are going to further develop and why it was selected  1.8 Brainstorm ideas of how to address the above identified factors for the selected concept. Assess each idea against the identified factor and how it would be viable to implement  1.9 Collating your initial innovative concept, the organisational restrictions and the viability factors, fully develop your concept to a viable concept including any issues and requirements to make it commercial  1.10 Evaluate if the overall concept is a viable solution to be implemented, including any practical and operational issues that could affect the implementation. If it is not, what can be done to make it viable  1.11 Compare and evaluate your innovative solution to commercial solutions that are already on the market.  **Part 2: Present the Solution**  2.1 Prepare a presentation to “pitch” your final concept to the client and a group of class peers for feedback. Make sure to check your vocabulary and grammar.  2.2 Answer the questions that the client will ask about your solution  2.3 Document all feedback given by the client and class peers  2.4 Reflect on the feedback given and what adjustments can be made to refine the solution  2.5 Implement the adjustment to refine and finalise the solution for submission  **Materials to be supplied:**  Assessors to provide:  A computer with internet access  Access to Connect  Access to background information required to evaluate the operational factors that will affect the implementation of concepts  Access to organisational policy and procedures in relation to the provided scenario  **Work, Health and Safety:**  When working with or on computers, ensure that following all WHS guidelines and standards when working with computers. If using physical machines, ensure that you wear closed-in shoes when moving them around and working with them.  **Details of Location:**  TAFE will provide simulated work environment in the classroom all practical activities should be completed in the classroom with teacher/tutor assistance; however, it is possible to complete these tasks on a home virtual network using a freeware/shareware product such as Oracle Virtual Box/VMWare.  **Time Restrictions:**  This is a portfolio assessment designed to take place over 6 weeks. Deadline for this assessment is week 6. The student is expected to attend in class for 6 hours per week (this includes theory sessions) and should be able to commit up to 3 hours per week in their own time.  **Level of Assistance Permitted:**  Teachers and tutors should be available in class, and accessible by email for students working from home. Staff cannot directly show students answers but guide them to where to go to complete tasks individually. Students with disability will receive reasonable adjustments.  If you are unable to attend assessment you must notify your teacher before the assessment and supply a doctor’s certificate and approval from the team manager for extension. Reasonable adjustments will be made for students as and when appropriate, after consultation with the Access Ability and Counselling team. Extra time may be given for Language literacy and numeracy (LLN) or extenuating circumstances – you must see your teacher prior to assessment regarding this.  **Assessment Criteria:**  To achieve a satisfactory result, your assessor will be looking for your ability to demonstrate the following key skills/tasks/knowledge to an acceptable industry.  Explore variety of sources for information  Use different creative thinking techniques  Identify and challenge blockers  Challenge existing boundaries and constraints when making decisions. |
| **Submission details** (if relevant) | **Due Date:**  <As specified in Unit of Study Guide>    **Naming Convention:**  Provide your answers for part 1 and part 2 in this document and save it as BSBCRT512\_AT1\_PE\_Documentation\_YourName  **Evidence required to be submitted:**  Submission - Connect  Upload the completed word document to Assessment 1 submission areas in Connect  TAFE Queensland Learning Management System:  Connect url: <https://connect.tafeqld.edu.au/d2l/login>  Username; 9 digit student number  For Password: Reset password go to: <https://passwordreset.tafeqld.edu.au/default.aspx> |
| **Instructions to Assessor** | **Specifications of Assessment:**  There are 2 parts of the assessment that must be completed correctly to achieve a satisfactory result for this assessment. You will act as the client and look over the students work at key points of the assessment. Students will be able to resubmit their work a second time if they are not successful on the first attempt.  AT2 - Solution Presentation will need to be conducted after 2.1 but before 2.2 - 2.5 can be completed. 2.2 refers to the Q within AT2 - Solution Presentation.  **Equipment or Material Requirements:**  A computer with internet access  Access to Connect  Access to background information required to evaluate the operational factors that will affect the implementation of concepts  Access to organisational policy and procedures in relation to the provided scenario  **Details of Location:**  TAFE will provide simulated work environment in the classroom. the practical activities should be completed in the classroom with teacher/tutor assistance; however, it is possible to complete these tasks on a home virtual network using a freeware/shareware product such as Oracle Virtual Box/VMWare  **Time Restrictions:**  This is a portfolio assessment designed to take place over 6 weeks. Deadline for the assessment is week 6. Students will be given time to complete the assessment task during the class time and students are required to use the self-study time to complete the assessment.  **Level of Assistance Permitted:**  Teachers and tutors should be available in class, and accessible by email for students working from home. Staff cannot directly show students answers but guide them to where to go to complete tasks individually. Students with disability will receive reasonable adjustments.  **WHS Requirements:**  All workplace health and safety legislation and policy should apply to the practical activities  **Interactions:**  Teamwork skills are essential in the IT industry therefore you should work in teams to consult and collaborate on the practical activities. However, each student is to complete the tasks below individually and will be required to show their work (unless indicated).  **Contingencies:**  Reasonable adjustments can be made for students who require variations to assessment conditions.  **Work Health and Safety:**  A work health and safety check of the assessment environment is to be conducted prior to the assessment and any hazards addressed appropriately.  **Assessment Conditions:**  Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.  Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the creativity and innovation – critical thinking field of work and include access to specific challenges and situations to which creative thinking may be applied. |
| **Note to Student** | An overview of all Assessment Tasks relevant to this unit is located in the Unit Study Guide. |

## Part 1: Solution to a Problem

1.1 ~~Select one of the provided scenarios~~. Review the Case Study – TQLD Lawyers. In consultation with the client, evaluate it by identifying who the client is, who the target audience is and what the issue is that has been presented.

Remember to complete all answers in the report template

1.2 Using a creative thinking technique, brainstorm five (5) possible general innovative concepts that could be implemented for the identified business issue in the scenario.

**Include an image of your brainstorming**

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| We will be doing some brainstorming sessions during class (week 5) |

1.3 Research, identify and assess any possible constraints or restrictions, within the scope of your job and including any identified organisational policies that would need to be incorporated when developing a solution.

These can be general constraints (that apply to all concepts), or specific constraints for each concept

At least 2

1.4 Present your finding so far to a group of your peers and discuss your brainstorming and research to evaluate the viability of your ideas. Document any feedback they provide and narrow down which two (2) concepts should be then further developed.

Present to groups in class (week 6)

Group must be at least 2 people, must be studying BSBCRT512 as well

This can be an informal 5-10 min chat with classmates. Be sure to write down when, where, who participated and what you discussed.

1.5 From the brainstorming and feedback, select two (2) concepts and conduct further research and assess the factors that could affect the viability of implementing the solution. Include but not limited to: Troubleshooting, ie. What could go wrong?

1. Commercial potential

* is it financially worthwhile ? What could affect this?

1. Suitability of the target users/business
2. Feasibility of implementing the solution
   * + how realistic, practical, and affordable is the solution? What factors might impact this?
     + Does the proposed solution provide the desired business benefits?
     + Can you effectively implement your solution? Are there any roadblocks?

Remember to complete all answers in the report template

**Concept One:**

Commercial potential

Suitability of the target users/business

Feasibility of implementing the solution

**Concept Two:**

Commercial potential

Suitability of the target users/business

Feasibility of implementing the solution

1.6 Present your findings for the two (2) concepts to the client and document the feedback they provide to help narrow down which concept should be then further developed

Submit into Upload Draft Assignments on Connect (BSBCRT512) for written feedback from Leonie Boyle (approx. week 6). Record email in document

1.7 Document which final concept you are going to further develop and why it was selected

1.8 Brainstorm ideas of how to address the above identified factors for the selected concept. Assess each idea against the identified factor and how it would be viable to implement

Identified factors from 1.5

1.9 Collating your initial innovative concept, the organisational restrictions and the viability factors, fully develop your concept to a viable concept

Combine the findings of 1.1 through to 1.8 and prepare a solution. This should be at least 3 paragraphs explaining the solution based on all the research that you have done.

For example:

What the initial issue was

What business restrictions influenced the ideas

What factors affected the viability of the solution

How those factors were taken into consideration

(These can also be key topics to discuss during your presentation)

1.10 Evaluate if the overall concept is a viable solution to be implemented. If it is not, what can be done to make it viable

Does your solution meet the client’s needs?  Is it easy to implement? Are there any roadblocks to overcome (1-2 paragraphs)?

1.11 Compare and evaluate your innovative solution to commercial solutions that are already on the market

Are there commercial solutions already on the market?  Why is your solution better?

Are you planning on using off the shelf products? What are the advantages of these?

## Part 2: Present the Solution

2.1 Prepare a presentation to “pitch” your final concept to the client and a group of class peers. Make sure to check your vocabulary and grammar

2.2 Answer the questions that the client will ask about your solution in AT2 - Solution Presentation

2.3 Document all feedback given by the client and class peers.

Refer to “Hints\_BSBCRT512\_AT2\_O1\_TQM\_v1” document

2.4 Reflect on the feedback given and what adjustments can be made to refine the solution

2.5 Implement the adjustment to refine and finalise the solution for submission

Final Refined Solution: