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| Assessment Title | BSBCRT404 – ASI - Assessment 2 – Recommend and Implement Solutions |

# Competency Details

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| Unit code/s and title/s | BSBCRT404 Apply advanced critical thinking to work processes |
| Qualification code/s and title/s | ICT40120 Certificate IV in Information Technology. |
| Business unit/Work group | Information Technology |

# Instructions

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| Method/s of assessment | Written (Questioning, Product) Observation (Interview) Observation (Presentation) |
| Overview of assessment | Given a workplace scenario, you have critically analysed the incident and identified the risks and hazards with the view to prevent future occurrences. Having analysed related legislation including Acts and recommendations from Regulations, Code of Practice and Fact Sheets, you will present your findings and recommendations orally to the Lecturer. You are adopting a critical mindset and will create an improved evacuation diagram and evacuation procedure (written). Finally, you will present your work to the class and receive feedback from your peers. |
| Task/s to be assessed | Answers to the following written questions should be written in the space after each question where indicated.   * Task 1 – Interview with the Manager * Task 2 – Implement Solutions * Task 3 – Presentation * Task 4 – Submission |
| Time allowed | The submission dates for each assessment are provided in the Study Schedule in the **Home** section in LEARN. |
| Location of assessment | Assessment can be completed anywhere with access to the resources required. Task 3 – Presentation needs to be completed in a classroom, a Virtual Classroom or video recording for external students. |
| Decision making rules | To receive a satisfactory outcome for this assessment you must complete all parts correctly. Word Counts are provided as a guide only. |
| Assessment conditions | 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.  Task 2 is an unsupervised assessment, and you may access any required resources. Task 1 and Task 3 are observable assessments your Lecturer needs to assess by observation.  This is not group work and must be completed as an individual. |
| Resources required | To complete these activities, you will require the following   * MS Word, * MS PowerPoint, * BSBCRT404 – ASDS - Evacuation Procedures 2.zip |
| Result notification and reassessment information | You will be provided feedback and the result for your assignment on TAFESA Learn. You will be and given the chance to resubmit with required corrections only once.  Refer to the TAFE SA [Assessment Policy](https://students.tafesa.edu.au/docs/default-source/apply_enrol/assessment-policy.pdf?sfvrsn=112c415_16) for more information. |

You are responsible for planning, sequencing, and prioritising the following tasks to meet the deadlines indicated on the Study Schedule in the Home section in Learn.

# Task 1 Interview with the Manager

You are to organise an interview with the ITWorks Manager (Your Lecturer). You can do this in the classroom, or in a Virtual Classroom (Collaborate). External students are to email their Lecturer to arrange a time to speak either over a Teams meeting, or phone.

In the interview you will be discussing your recommendations made in Assessment 1 – Incident Risk Analysis and specifically your answers to Questions 11 and 12. You must have submitted this on Learn prior to organising this interview. The interview should take no longer than 10 minutes.

The Manager will listen to your recommendations for improved evacuation procedures. You will develop both written evacuation procedures and an evacuation diagram in Task 2 – Implement Solutions.

The Manager will choose two of your recommendations and state they don’t believe they need them; you will need to persuade the Manager to allow them stating reasons why. You must be prepared to justify all your recommendations. It is recommended you write these reasons down in preparation, it is best to relate them to either Legislation (Act), Regulations, Code of Practice or other recommendations such as Fact Sheets.

Download the folder BSBCRT404 – ASDS – Assessment 2 Evacuation Procedures, have them to refer to in the interview.

The Manager will give you further recommendations, you will need to take notes and submit those notes written into this assessment below. You should challenge your thoughts for other ideas to add to the evacuation diagram and ask the Manager for their approval.

Have two questions of your own prepared, your questions will be related to clarifying the improved evacuation diagram and evacuation written procedures that you will create in Task 2 - Implement Solutions. You should read ahead to Task 2 now, then return here for more on Task 1. One of your questions could relate to the ITWorks Evacuation Diagram -Third Floor - Managers Draft.pdf provided to you in the folder you downloaded for this assessment.

Task 1 a) Write the two questions that you will ask in the interview below:

## 1)

## 2)

Task 1 b) After your interview write your notes below:

# Task 2 – Implement solutions

1) Using the ITWorks Evacuation Diagram -Third Floor Original.docx, create an improved ITWorks Evacuation Diagram, incorporating the information required by the Manager and the information that you have recommended and was approved by the Manager in Task 1.

a) Create a folder named **ITWorks Evacuation** and in this folder save your ITWorks Evacuation Diagram as **ITWorks Evacuation Diagram – Third Floor Improved.docx**

b) Save this assessment document with your interview notes in the same folder as above.

## 2) Using the TAFE SA Evacuation Instruction for Staff and Students as an example, along with the information gained from the Interview with The Manager in Task 1, create an improved Evacuation procedure as a written document for ITWorks.

a) Save the document as **ITWorks Evacuation Procedure.dotx** in your ITWorks Evacuation folder.

# Task 3 - Presentation

1) Create a presentation using PowerPoint or another presentation package of your choice. The requirements of the presentation are listed in (a)1-6) below. (Task 1 and 2 must be completed before starting Task 3).

This presentation will need to be submitted to Learn once you have finished assessment 2 and after you have presented in class to your peers who are your ITWorks colleagues. You are to make sure this presentation can be opened and read by your Lecturer.

The presentation should be no longer than two minutes.

External students should arrange a time to join a Virtual Classroom. Contact your Lecturer via email to request a Virtual Class time. External students could also record a video of your presentation to at least two other people who are willing to ask questions of their own for you to respond to.

a) The requirements of the presentation are below, and you are also required to foster a friendly, safe environment where people feel comfortable to ask questions while you build their understanding of your decision making. (No more than 10 slides)

1. Identify the legislation related to Evacuations.
2. Justify your decisions for change to the current evacuation diagram and procedures. Provide two reasons.
3. A comparison of the old ITWorks Evacuation Diagram and your improved ITWorks Evacuation Diagram. (Hint: Use the snipping tool to make images of the diagrams) You must compare two things.
4. A discussion of one other improvement you can recommend for the safe evacuation of other floors in ITWorks (Hint: reread the BSBCRT404 - ASDA - ITWorks Evacuation Scenario - Incident Risk Analysis.docx for more ideas).
5. Encourage your audience to ask questions, own the improvements you have made and be confident with your decision making.
6. Receive feedback from The Manager and classroom colleagues in a polite and positive manner.

b) Save your presentation into your ITWorks Evacuation Folder as **ITWorks Evacuation Presentation**

# Task 4 – Submission

Check that you have the following documents included in your ITWorks Evacuation folder.

* ITWorks Evacuation Diagram – Third Floor Improved.docx
* ITWorks Evacuation Procedure.docx
* ITWorks Evacuation Presentation
* BSBCRT404 – ASI – Recommend and Implement Solutions.docx (with your interview notes from Task 1 included)

Zip and submit your ITWorks Evacuation Folder to Learn.