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| Assessment Title | Assessment 2 –  ‘Coordinate Team & Individuals’ |

## Competency Details

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| Unit code/s and title/s | BSBXTW401 Lead and facilitate a team |
| Qualification code/s and title/s | BSB40520 Certificate IV in Leadership and Management |
| Business unit/Work group | Business and Arts / Management |

## Instructions

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| Method/s of assessment | This is a knowledge (written) and practical (oral) assessment. |
| Overview of assessment | **Assessment 2 – Coordinating Team & Individuals**   * This is a knowledge & practical assessment * You will be assessed individually * There are two (2) tasks in total.   **Overview of the project**  This assessment project is based on you being a team leader for Bounce Fitness and requires you to coordinate with team and individuals. Specifically, you are required to:   * Communicate common team objectives and responsibilities to team members * Allocate tasks to team members based on staff expertise or development potential and provide appropriate instructions * Facilitate open and respectful communication and collaboration between team members, considering the needs of those from diverse backgrounds * Identify opportunities for cross collaboration amongst external and internal teams and individuals   This assessment is divided into two parts:   * + Task 2.1 Discuss Details of Team Task     - Conduct a meeting – oral recording   + Task 2.2 Identify Cross-Collaboration Opportunities     - Create a plan |
| For this assessment | This Assessment comprises of two (2) tasks in total.   * Read the questions carefully before you start your responses. * You are required to provide short answer responses for each question * You will access the below template and submit the completed template via TAFE SA Learn. * If you do not understand any of the questions, ask your trainer/assessor for help.   You will be given access to the simulated business, [Bounce Fitness](https://learn.tafesa.edu.au/course/view.php?id=14627) via TafeSA LEARN.  **Submission:**   * You are to submit your assignment via TAFE SA Learn * No email submissions will be accepted. |
| Time allowed | Submission required by the due date as indicated on LEARN |
| Location of assessment | At TAFE SA, or the workplace, or an environment with computer and internet access. The assessments will be completed in the student’s own time and submitted by the due date as indicated in the introductory email on LEARN |
| Decision making rules | To receive a satisfactory outcome for this assessment you must:   1. Complete Tasks 2.1 & 2.2 of this assessment as described above in **Tasks to be assessed** 2. You will provide enough detail in your responses to demonstrate process applied.   If assessed as unsatisfactory you will be provided feedback and given two (2) weeks to complete the resubmission against the same assessment tasks. |
| Assessment conditions | This assessment must be unsupervised and must conducted in a safe workplace or simulated environment and will include access to:   * legislation and regulations relevant to unit * workplace documentation and resources * software and technology |
| Resources required | TAFE SA facilities or a location with equipment and infrastructure required:   * Access to a computer with internet access * Access to the TAFE SA network * Access to LEARN * Microsoft office (Word, PowerPoint, Excel etc), Adobe Acrobat Reader * Unit Assessment Overview (UAO)   Specific resources for this assessment:   * Two volunteers who will play as your team members in the meeting * Computer with internet and email access and a working web browser * Installed software: MS Word, Adobe Acrobat Reader * Microsoft teams or Zoom, or a recording device of your own * [**Hierarchal Structure**](https://learn.tafesa.edu.au/mod/folder/view.php?id=1139336) on the Bounce intranet |
| Result notification and reassessment information | Result notification   * The assessment result will be satisfactory or not satisfactory. * Your educator will provide feedback through the LEARN platform. * Your educator will result a final grade for the unit at the end of each study period.   Reassessment   * All students are entitled to two attempts to achieve each assessment task within any unit enrolment period. * If you have been assessed as not satisfactory will be provided feedback you will be given two (2) weeks to complete the resubmission against the same assessment tasks. * Re-assessment timeframe will be negotiated with your assessor. |

**Task 2.1 Discuss Details of Team Task**

**BACKGROUND**

Following from Assessment 1 where you have Developed a Plan for your team you are now required to conduct a meeting with the team and allocate the tasks established and discuss contingencies

You will need the two (2) volunteers from assessment 1 who will play the roles of your team members in the meeting.

Ensure that your volunteer team has at **least two team members aside from yourself**. Your team **must come from diverse backgrounds.**

*Diversity refers to the differences present in each member of the team. These differences can include any of the following:*

* *race*
* *colour*
* *sex*
* *sexual orientation*
* *age*
* *physical or mental disability*
* *marital status*

**Assessment 2 Templates**

**2.1 Meeting Minutes**

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| **Date:** 30/08/23 | **Time:** 16:00 | **Location:** Tafe Campus |
| **Purpose of the meeting** | To discuss the allocation of roles | |
| **Facilitator** | Andre Alexandrov | |
| **Notetaker** | Andre Alexandrov | |
| **Attendees** | Simon Johnson  Chanmonich PHE | |

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| **Agenda Item 1 Team Responsibilities Template** | |
| Discussion |  |
| In this agenda the team had discussed   * Outlines team tasks and team objectives * Outlined the legal responsibilities members need to abide by, Work Health and safety act 2012 * Outlined the regulatory responsibilities, Employment and the law- minimum Standards. * Outlined Organisational Policy and Procedures, Pre-start System & Equipment Check Policies & Procedures * Outlined the Code of Ethics, Bounce Code of Ethics   -Team Task   * Explained that the team task is to create a timetable for when tasks need to be completed by and their periodicity. * Added that a guide for each task is to be also created.   -Team objectives  **Timetable**   * Explained that the timetable must follow the pre-start system checklist, and it must record how often a task needs to be completed. * Outlined that the timetable must include areas for the people who completed the tasks to sign off and it must be clear who that is. * Clarified that there is 7 business days to complete this task.   **Guide**   * Explained that each guide is expected to be easy to read and follow the instructions. * Added that tasks should have assigned people and what they must do. * Explained that the task is to be finished 7 business days after the Timetable.   **Legal responsibilities**   * Explained the legal responsibility of making sure workers only do what they are comfortable with and can do safely. * Outlined that all documents must comply with the Work Health and Safety Act 2012,   **Regulatory responsibilities**   * Outlined the regulatory responsibilities that all documents must be above the minimums of every law. * Added that each role must follow any agreements with employees.   **Organisational responsibilities**   * Outlined what the responsibility is, Pre-start System & Equipment Check Policies & Procedures and follow the periodicity set in the procedure. * Clarified that the timetable will need an area for World health and safety officer to sign off on the checks. * Added that the timetable must clearly show who signed off on tasks and how to report if equipment is beyond employee intervention/expertise   **COE**   * Explained the code of ethics being the Bounce Code of ethics. * Added that guides must say that employees should only do tasks they can safely do with their qualifications.   + Simon asked for clarification on if maintenance is to be done by employees, it was clarified that yes, they will if the maintenance is something they feel they can safely complete, otherwise it is to be reported | |

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| **Agenda Item 2 Task Assignments** | |
| Discussion |  |
| Simon Johnson – Fitness instructor   * Assigned the guide creation to Simon as he has experience writing guides for customers, and is in charge of maintaining a safe environment for training   Chanmonich PHE – Office assistant   * It was explained to Chanmonich that she was tasked to complete the timetable as she has experience and is expected to be a good typist and has great written and oral communication skills. | |

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| **Agenda Item 3 Performance Plans for Each Team Member** | |
| Discussion |  |
| Tasks assigned where  Simon Johnson – Fitness instructor   * Assigned the guide creation to Simon. * Explained that his expertise in keeping the work area safe is why he is chosen along with his ability to write guides to customers. * His outcome and goal were explained as having to create a clear guide for each task that flow the WHS act. * His expected behaviour was explained as having to make sure that he keeps everything confidential and to check related laws   Chanmonich PHE – Office assistant   * It was explained to Chanmonich that she was tasked to complete the timetable as she has experience and is expected to be a good typist and has great written and oral communication skills. * Her Goal and outcome were explained as having to write a clear timetable that follows WHS act and how often tasks should be completed. * Her expected behaviours were explained to be to keep all bounce information confidential and to follow all laws and regulations.   + Chanmonich asked if she needed to be done before Simon can start his task, it was explained that Simon will begin to work on a guide as soon as it has been added to the timetable.   + It was also how to contact me if they had questions, email and phone was said to be adequate   Questions:   * Simon asked if a share repository will be made to share documents, I had agreed that is a good idea and that it will be created. * It was clarified that the timetable should be done in a way that shows what week tasks need to be completed, for instance having a week a, b, and c to indicate something that needs to be done weekly or bi-weekly ect. | |

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| **Agenda Item 4 Work Accountability Strategies** | |
| Discussion |  |
| Explained that there are two accountability strategies.   * Explained that the first is to have daily progress checks, the documents completed will be stored in the share repository as suggested by Simon * A list of all completed tasks will be recorded. * The second strategy was explained to be a reward for sub-tasks completed such as a guide for a task or a portion of the timetable. * The reward will be chosen later but will be something like having a lunch out or a bonus, the amount being unspecified. | |

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| **Agenda Item 5 Contingency Plans** | |
| Discussion |  |
| * Explained that the first contingency plan is for a sudden absence of workers. * The steps were explained as follows:   1. Identify tasks affected by absence.   2. Keep tasks up to date such that a replacement can quickly understand what is done and what needs to be done.   3. Make adjustments if necessary, such as increasing time allowance.   4. Identify workers that can replace any absences, such as using another fitness instructor, or replacing an office assistant with another or a receptionist as a lot of their skills are similar. * It was explained that employees will need to notify Bounce fitness if they are going to be absent the next day, and to follow the Bounce fitness COE about absences * The second plan was Reallocation of work tasks due to project task adjustments, it was explained as follows:   1. Identify tasks required to be reallocated   2. Identify who is involved in the reallocated such as the new person working on the task   3. Reallocate tasks   4. Make sure workers that where reallocated are comfortable and the reallocation is successful.   No questions where asked about contingencies or the accountability strategies. | |

**2.2 Collaboration Opportunities template**

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| **Completed by** | **Andre Alexandrov** | | | | | | |
| **Workplace/ Organisation** | **Bounce Fitness** | | | | | | |
| **Date Completed** | **07/09/2023** | | | | | | |
| Cross- Collaboration Opportunity | Persons Involved in the Opportunity | | Planned Date of Implementation | | Expected Outcome | Implementation date | Follow up date to check outcomes |
| External team collaboration  Ensure guides are up-to WHS standards | Simon (Fitness instructor)  Assistant manager  (WHS Officer) | | 14/09/2023 | | The outcome expected is to check and make sure that all guides follow WHS act and that the guides do not ask employees to go above what they feel safe to do. | 14/09/2023 | 20/09/2023 |
| Internal team collaboration  Collaborate with an external office with going over checklist | | Chanmonich (Office Assistant)  Colin Macrae  (Melbourne Centre, Assistant manager) | 12/09/2023 | | The outcome wanted from this collaboration is to make sure that other centres agree with the created checklist and to gather more input onto what can be added into the checklist. | 12/09/2023 | 14/09/2023 |
| One-on-one collaboration  Ensure that the checklist and guides are being adhered to | | Simon (Fitness instructor)  Lucy Jeffery (fitness instructor) | 21/09/2023 | The outcome for this collaboration is for Simon to teach other fitness instructors how to complete the guides he has created and how to sign off and report equipment checks | | 21/09/2023 | 31/09/2023 |