

BSBWOR202 Organise and Complete Daily Work Activities

ASSESSMENT EVENT/METHODS – as per unit guide

Event 1 Portfolio of tasks

ASSESSMENT CONDITIONS/INSTRUCTIONS TO CANDIDATE / ASSESSOR

- *Details of what will be assessed, how, when and where are in the Student Assessment Guide for this unit provided at orientation.*
- *Assessment of this unit may be conducted in the workplace or in a simulated business environment.*
- *Submission of practical exercises within designated timelines may be required.*
- *Reasonable adjustment will be allowed for those candidates who are eligible to receive it.*

TIME ALLOWED Collection of Evidence over delivery of the competency

PERFORMANCE MEASUREMENT – This unit is Graded / Ungraded

Results will be reported as either:

UNGRADED

Achieved Competence **AC**

Not Yet Competent **NC**

FEEDBACK	
Grade	
Assessor	

CANDIDATE DECLARATION

This declaration must be signed, dated and included with each assessment you submit.

Declaration:

I will not engage in plagiarism, collusion or cheating in any assessment event or examination.

I declare that, to the best of my knowledge and belief, this assignment is my own work and all sources have been properly acknowledged.

Candidate Name: _____
Please print your name here

**Candidate Signature,
student number or
initials as required:** _____
Please sign your name here

Class/Group: _____

Date of Signing: _____

Portfolio Log sheet for dailyactivities.weebly.com

No	Item	Description	Instruction	Completed DATE
A)	Introduction	Download log sheet	Read/Save	
B)	Unit Outline	Overview of Learning	Read	
C)	Recognition	Self-Assessment Sheet (print if required)	Read	
1)	Work Schedules and Productivity	Watch video Complete Task 1	Complete	
2)	Individual Work Goals	Information	Read	
3)	Organisational Work Goals	Information	Read	
4)	Relationship between Individual and Organisational Goals	Information	Read	
5)	Negotiate Work Goals	Information Complete Task 2	Read/complete	
6)	Time Management	Watch Video Complete Task 3	Read/Complete	
7)	Prioritise Your Workload	Information Complete Task 4	Read/Complete	
8)	Types of Business Technology	Information/Videos	Read/Watch	
9)	Use Business Technology	Watch Video Complete Task 5	Read/Complete	
10)	Problem Solving	Watch Video Complete Task 6	Read/Complete	
11)	Personal Goal Setting	Watch Video Complete Task 7	Read/Complete	
12)	Seeking Assistance and Feedback from Others	Watch Video Complete Task 8 PART A PART B	Read/Complete	

Thank you for your hard work