

Recognition Self-Assessment Sheet

Unit Name: BSBWOR202 Organise and Complete Daily Work Activities

I am able to provide evidence of the following:

No	Criteria	Type of Evidence attached
1	Time Management, Prioritisation and Planning Skills <i>Evidence could include copies of timetables, schedules, plans.</i>	
2	Questioning and seeking feedback from clients, colleagues and supervisors <i>Evidence could include employee references, letters, samples of work</i>	
3	Using available business technology to complete tasks (Minimum 5) <i>Evidence could include previous employment, references, demonstration of skills to supervisor</i>	

Important notes: Your evidence must confirm that your skills and knowledge are **current**.

Copies of original certificates or other documents must be certified by a Justice of the Peace (JP). Alternatively, you may bring the original documentation to be sighted by the assessor who can then certify your copies.

If you are seeking credit for your overseas qualifications, you should provide certified translations of any qualifications or documents. See link on the weebly for details.

STUDENT'S NAME: _____ **SIGNATURE:** _____ **DATE:** _____