

BSBXTW301 – Work in a team

Practical Assessment

Task 1 (Written Report – min 500 words)

Consider a recent or current task / project where you were working collaboratively, as a team member.

Answer the follow questions in detail.

What is / was the nature of the task / project ?

How many members were in your team ?

What were/are your individual and team roles and responsibilities ?

Did your assigned tasks need to be carried out according to priorities and deadlines, and in accordance with organisational requirements. If so, what mechanisms did you put in place to ensure deadlines were met ?

How was the quality of your contribution measured ?

What were the key performance indicators of your specific role ?

How did you specifically contribute to the achievement of team goals ?

What methods did you employ to share knowledge, ideas and problems with other team members ?

How was feedback on your performance and progress delivered, and by whom ?

How did you act on feedback, in a constructive manner ?

What are some of the methods you used to collaborate with a remote team member on a workplace issue ?

What were the challenges when working with people who were not present ?

Assessment Submission:

Written Component – email to admin@globalfitness.edu.au

(Please ensure your name is on the document, or in the saved file name)

Practical Component:

This can be assessed in person (by appointment only) with your Tutor.

Or if submitting via video – upload to the following link

<https://drive.google.com/drive/folders/1WOKzFCq209YKHVybsvDyen4VWu6KT3Zw?usp=sharing>