

## Lead and Manage Team Effectiveness


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### Assessment Tasks

These tasks form part of your Assessment of this unit. We recommend that these Assessment Tasks be commenced after each learning activity has been completed. Some Assessment Tasks are to be completed in your workplace under the supervision of your Workplace Supervisor, or within the Classroom. In these instances, reference to this will be outlined in the Assessment Task.



 Assessment Task 1 - Establish team performance plan

 Assessment Task 2 - Develop team cohesion and facilitate teamwork

 Assessment Task 3 - Liaise with stakeholders



Select the assignment you wish to submit from the unit homepage.

SCROLL DOWN FOR  
NEXT STEP...

*NB: Before submitting your assignment, please review the submission guidelines added at the end of this document.*

# Assessment Submissions QuickGuide

If you do not understand the requirements of the Assessment Task or you are unable to complete it in your workplace, please contact your Trainer/Assessor.

**Instructions:** Please review and complete Assessment Task 1 and then upload your submissions for marking by your Trainer/Assessor.



Any variations to this task must be approved in writing by your assessor.

Variations can be requested if you are working within a team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;

OR

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

## ASSESSMENT TASK 1

-  BSBWOR502 - Task 1.pdf
-  T1 - Appendix.docx

## Submission status

Attempt number	This is attempt 1 ( 10 attempts allowed ).
Submission status	No attempt
Grading status	Not graded
Last modified	

Select to add your submission. If it is currently located in your 'Private files' download first.



Add submission

SCROLL DOWN FOR  
NEXT STEP...

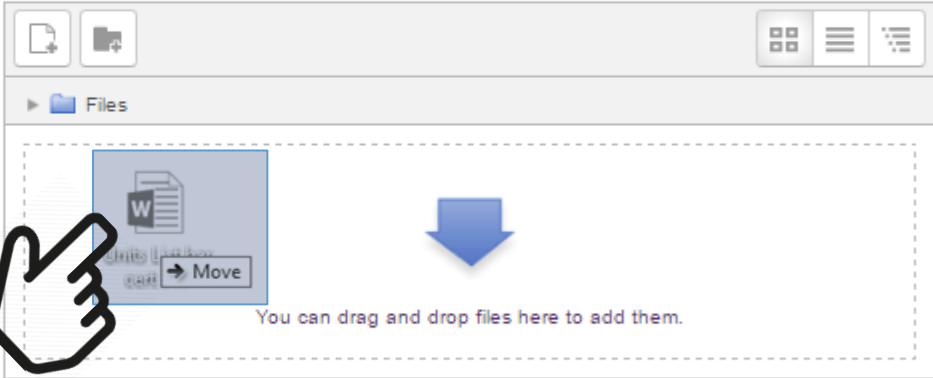
# Assessment Submissions QuickGuide

**1** group submission. In these instances, your assessor may provide you with group work reporting requirements;  
OR  
If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

**ASSESSMENT TASK 1**

**File submissions** Maximum size for new files: 5MB, maximum attachments: 7

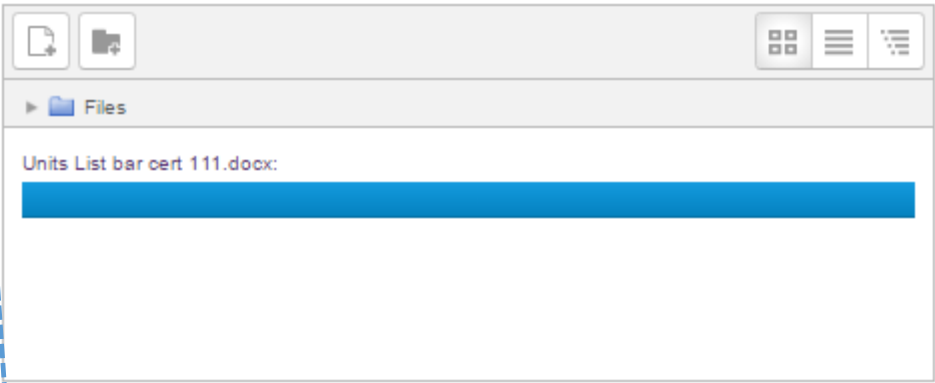
Drag and drop your assessment file/s to upload your submission.



You can drag and drop files here to add them.


**Save changes** **Cancel**

**2** Wait for all files to upload



Maximum size for new files: 5MB, maximum attachments: 7

**3** Once all file icons are displayed, the upload has finished.




Maximum size for new files: 5MB, maximum attachments: 7

**Save Changes** **Save changes** **Cancel**


SCROLL DOWN FOR NEXT STEP...

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

## ASSESSMENT TASK 1

-  BSBWOR502 - Task 1.pdf
-  T1 - Appendix.docx

## Submission status

Attempt number	This is attempt 1 ( 10 attempts allowed ).
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 10 June 2016, 2:43 PM
File submissions	 Units List bar cert 111.docx

Edit submission

Your assignment has not yet been submitted!  
Proceed to 'submit assignment'



Make changes to your submission

Submit assignment

SCROLL DOWN FOR  
NEXT STEP...

## Submit assignment

Agree to the disclaimer statement

I declare that I am the enrolled student of this account and that I have completed all the required learning and assessment activities myself and that my responses are based on my own work. I understand that all Assessment Tasks MUST only be completed by myself and be of my own creation. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Then select 'Continue'

There are required fields in this form \*.

SCROLL DOWN FOR NEXT STEP...

# Assessment Submissions QuickGuide



This page shows a successfully submitted assignment. Your trainer will be immediately notified of your submission for grading.

Variations can be requested if you are working within a team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;


OR

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

## ASSESSMENT TASK 1

-  BSBWOR502 - Task 1.pdf
-  T1 - Appendix.docx

## Submission status

Attempt number	This is attempt 1 ( 10 attempts allowed ).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 10 June 2016, 2:44 PM
File submissions	 BSBWOR502_Williams_Tania_Task1

Assessment Tasks

Submission Guidelines

## Moodle File Submission Guidelines

Submissions	Guidelines
Course upload limit:	Total submissions cannot exceed 5MB per course/unit
Maximum file uploads:	7 files per task submission
File formats accepted:	MS Office Suite - Word, Powerpoint, Excel etc, PDF, .txt, notepad
Video Submissions:	Please upload videos to a third-party site and submit link ONLY to moodle. Third-party sites include - YouTube, Vimeo
Photo Formats accepted:	JPG or PNG, please caption all photo uploads
Primary submission naming protocol:	COURSE CODE – STUDENT NAME – TASK #
Group Submissions:	All files to be uploaded for each team member. In your submission title, please include: COURSE CODE – STUDENT NAME – GROUP ID – TASK #

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