|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Details** | | | | | |
| **Qualification Code/Title** |  | | | | |
| **Assessment Type** | **Assessment 2** | | **Time allowed** |  | |
| **Due Date** |  | **Location** | **SCCM** | **Term / Year** |  |

|  |  |
| --- | --- |
| **Unit of Competency** | |
| **National Code/Title** | *RIILAT402E Provide leadership in the supervision of diverse work teams* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Details** | | | | | | | |
| **Student Name** | |  | | | **Student ID** | |  |
| **Student Declaration:** I declare that the work submitted is my own and has not been copied or plagiarised from any person or source. | | | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_/\_/\_\_\_\_\_\_\_\_\_ | | | |
| **Assessor Details** | | | | | | | |
| **Assessor’s Name** |  | | | | | | |
| **RESULTS (Please Circle)** | **☐SATISFACTORY** | | | | | **☐NOT SATISFACTORY** | |
| **Feedback to student:** | | | | | | | |
| \*If Student is Not Satisfactory  Reassessment Required ☐ Yes ☐ No | | | | **Assessor Declaration:** I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Comment: | | | |
| **Instructions to the Candidates**   * This assessment is to be completed according to the instructions given below in this document. * Should you not answer the tasks correctly, you will be given feedback on the results and gaps in knowledge. You will be entitled to one (1) resubmit in showing your competence with this unit. * If you are not sure about any aspect of this assessment, please ask for clarification from your assessor. * Please refer to the College re-submission and re-sit policy for more information. * If you have questions and other concerns that may affect your performance in the Assessment, please inform the assessor immediately. * Please read the Tasks carefully then complete all Tasks. * To be deemed competent for this unit you must achieve a satisfactory result with tasks of this Assessment along with a satisfactory result for another Assessment. * This is an Open book assessment which you will do in your own time but complete in the time designated by your assessor. Remember, that it must be your own work and if you use other sources then you must reference these appropriately * Submitted document must follow the given criteria. Font must be Times New Roman, Font size need to be 12, line spacing has to be Single line and Footer of submitted document must include Student ID, Student Name and Page Number. Document must be printed double sided. * This is Individual Assessments. Once you have completed the assessment, please provide the Hard copy of the Assessments to your Trainer/ Assessor. * Plagiarism is copying someone else’s work and submitting it as your own. Any Plagiarism will result in a mark of Not Satisfactory. SCCM uses Safe Assign Plagiarism Checker to check the originality of the student assessment. Student must be aware of and understand the SCCM’s policy on plagiarism and certify that this assignment is their own work**,** except where indicated by referencing, and that student have followed the good academic practices noted above. | | | | | | | | |

|  |  |
| --- | --- |
|  | Introduction |

Welcome to the Student Assessment Tasks for *RIILAT402E Provide leadership in the supervision of diverse work teams*. These tasks have been designed to help you demonstrate the skills and knowledge that you have learnt during your course.

Please ensure that you read the instructions provided with these tasks carefully. You should also follow the advice provided in the *Civil Construction Works Student User Guide*. The Student User Guide provides important information for you relating to completing assessment successfully.

Assessment for this unit

For you to be assessed as competent, you must successfully complete two assessment tasks:

* Assessment Task 1: Knowledge questions – You must answer all questions correctly.
* Assessment Task 2: Project – You must work through a range of activities and complete a *Project Portfolio*.

|  |  |
| --- | --- |
| Shape, arrow  Description automatically generated with medium confidence | Assessment Task 2: Project Portfolio |

Information for students

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and completing and submitting a *Project Portfolio*.

You will need access to:

* a suitable place to complete activities that replicates a civil construction design environment including a presentation space and computer and internet access
* your learning resources and other information for reference
* *Project Portfolio* template
* *Simulation Pack* (if you need a case study).

Ensure that you:

* review the advice to students regarding responding to written tasks in the *Civil Construction Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| **i** | Assessment information | | |
| Information about how you should complete this assessment can be found in Appendix A of the *Civil Construction Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. | | | |
|  | |  |  |

Activities

Complete the following activities:

1. Carefully read the following:

|  |  |
| --- | --- |
| Atom | This assessment task requires you to provide leadership in the supervision of diverse work teams on two occasions. You can complete Activity Step 2 based on the information in the Simulation Pack or based on your workplace role. If you are completing this based on your workplace role, you must be able to access a range of information and documentation including the scope of your role and the team you manage, as well as workplace policies and procedures that are relevant to the supervision of diverse work teams, for example, those addressing behaviour expected, diversity, and conflict management. Activity Steps 4 and 5 are to be completed by all students based on the Simulation Pack. |
|  | Vocational education and training is all about gaining and developing practical skills that are industry relevant and that can help you to succeed in your chosen career. For this reason, basing your project on real relationships with classmates or work colleagues will mean that you are applying your knowledge and skills in a relevant, practical and meaningful way! |
|  | You will be collecting evidence for this unit in a *Project Portfolio*. The steps you need to take are outlined below. Before you begin, complete page 4 of your *Project Portfolio*. |

1. Preparation.

|  |  |  |
| --- | --- | --- |
| Person eating | You are required to prepare to provide leadership in the supervision of diverse teams. This can be based on your own workplace role or the information in the Simulation Pack. You are required to document your role as team leader. This involves addressing all the questions in Section 1 of your Simulation Pack including:   * Confirming your role as a team leader. * Identifying the policies and procedures (including performance management) and other documentation that apply to providing leadership in the supervision of diverse work teams. * Determining a range of requirements as relevant to supervising diverse work teams including: * Scope and boundaries of the supervisory role, including realistic expectations and conditions. * Benefits of diverse work teams and their support requirements * Benefits of mentoring in terms of the role of a team leader supervising diverse team, as well as how a mentoring arrangement should operate. * Cultural factors that impact on diverse work teams. * The impact of potential conflict on work teams. * Diversity strategies that support the recruitment and selection of staff.   Work on *Section 1* of your *Project Portfolio*.   |  | | --- | | When you have completed the steps above, you are required to develop a presentation about diversity to present to your team and management. This will draw on work that you have completed so far, and the presentation will be one of the occasions in which you will demonstrate that you can provide leadership in the supervision of diverse teams.  You are required to develop a diversity presentation that can be provided to a team (your assessor and fellow students). Your presentation is to address:   * An overview of the role of a team leader in providing leadership in the supervision of diverse work teams as per the preparation work you completed. * Benefits of diverse work teams – outline at least four. * Unconscious bias, examples and the impact of unconscious bias. * The importance of practising diversity in terms of avoiding allegations/complaints relating to harassment, discrimination and bullying. * Examples of work practices that acknowledge diversity – at least three. * The importance of demonstrating empathy, respect, and collaboration and strategies to achieve this. * Diversity strategies that can be used for recruitment and selection – include at least two. * Examples of networks that team members can draw on to assist with diversity issues.   Prepare your presentation in a format of your choice such as. PowerPoint for use in the next session. Your presentation will be for approximately 15 minutes and your assessor will advise you of the date and time.  Please note that at the presentation you will need to show that you can clearly and distinctively articulate diversity requirements and responsibilities and using language that your audience can understand. You must also be able to demonstrate that you can apply performance expectations as per the Code of Conduct. Choose at least two behaviours from your Code of Conduct and demonstrate these during your presentation. Make a note of these in your Portfolio so that your assessor can check that you have applied these.  After your presentation you are required to conduct a reflective practice activity with the team. The reflective practice activity should focus on allowing team members to reflect on what they do well in terms of diversity and what they feel are challenges. You should develop a series of simple questions that will promote discussion.  At the end of the meeting provide each team member with a personal development plan template and ask them to complete it and send it back to you within a specified time period. Review the personal development plans and then provide feedback in the form of an email to each team member. | |

1. Presentation.

|  |  |
| --- | --- |
| Chat | You are now to provide your presentation to your team as per the instructions above.  During your presentation, your assessor will be looking to see that you have provided leadership in the supervision of diverse work teams.  Your assessor will also confirm that you:   * clearly and distinctively articulated diversity requirements and responsibilities and using language that your audience can understand. * Applied at least two behaviours from the reflective activity.   Remember to provide your team with the personal development plan templates and ask them to complete them so that you can review and provide feedback. Give a timeline for completion. |
| **i** | This can either be viewed in person by your assessor or you may like to video record the session for your assessor to watch later. Your assessor can provide you with more details at this step. Make sure you follow the instructions above and meet the timeframes allocated by your assessor. |

1. Case study.

|  |  |
| --- | --- |
| Person eating | By completing this activity step and the one following, you will demonstrate that you can provide leadership to diverse teams on another occasion. You are to complete this step regardless of whether you are completing the project in your RTO or based on your workplace.  Review the situation in your Simulation Pack (information required to complete Section 2 of the Portfolio) and assume that as per workplace policy you are to report to management on the situation. Remember to also review the conflict resolution policy and code of conduct to inform your report.  You are required to report on the situation by answering all of the questions in your Portfolio that will address:   * Exploring and reporting on the conflict, including assessing whether harassment, bullying and discrimination has occurred. * Identifying cultural differences that has led to this situation. * Using networks as a way of seeking advice * Providing feedback on what you consider is an appropriate solution to the conflict issue.   You will also explore values and beliefs around conflict in this section and how this might impact on a decision.  Work on Section 2 of your Portfolio. |

1. Mentoring.

|  |  |
| --- | --- |
| Person eating | Assume that it has been decided that the best way to resolve the situation above is by you providing mentoring to the team member in question. You are required to draft two emails. One to the mentor you have deemed will be most appropriate to take on the mentoring role. In your email you are to negotiate expectations for and conditions of the mentoring agreement. In the email to the team member, you are to discuss the benefits of mentoring and outline the arrangements that will be put in place.  Once you have completed this section you are also then to assume that a period of time has passed, and you are now in a position to provide feedback on the arrangement. Review the information in your Simulation Pack and draft a feedback email to the team member in question.  The final part of your assessment requires you to share your ideas and suggestions for addressing challenges and barriers as relevant to supporting diverse work teams.  Complete Section 2 of your Portfolio. |

1. Submit your completed *Project Portfolio*.

|  |  |
| --- | --- |
| Document | Make sure you have completed all sections of your *Project Portfolio*, answered all questions, provided enough detail as indicated and proofread for spelling and grammar as necessary.  Submit to your assessor for marking. |

Assessment Task 2: Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student’s name: |  | | | |
| Did the student: | | Completed successfully? | | Comments |
| Yes | No |
| Provide leadership in the supervision of diverse work teams on two occasions, including implementing all requirements, procedures and techniques? | |  |  |  |
| Obtain, interpret and confirm work requirements in relation to the supervision of work teams? | |  |  |  |
| Access, interpret and apply documentation (workplace policies and procedures) required to provide leadership in the supervision of the diverse work teams? | |  |  |  |
| Determine and document the scope and boundaries of the supervisory role according to workplace policies and procedures and objectives relating to the employment and supervision of diverse work teams? | |  |  |  |
| Identify and document the strengths and support requirements of diverse work teams? | |  |  |  |
| Establish realistic expectations and conditions with stakeholders through negotiation? | |  |  |  |
| Discuss the benefits of mentoring with stakeholders and establish agreement on relationships and conditions? | |  |  |  |
| Identify and explore cultural factors that can impact on a team, including identifying and using networks to effectively support and lead the team? | |  |  |  |
| Identify and explore potential conflict that can impact on a team, including identifying and using networks to effectively support and lead the team? | |  |  |  |
| Apply a framework for performance expectations that is consistent with workplace objectives, values and practices? | |  |  |  |
| Identify and then apply strategies to gain diversity in selecting and recruiting staff? | |  |  |  |
| Use a range of strategies to support, report on and promote the development of diverse team members in their work role and environment following workplace procedures? | |  |  |  |
| Identify and then develop work practices that acknowledge diversity, identify unconscious bias and encourage team members to develop empathy, respect, and collaboration? | |  |  |  |
| Provide encouragement and advice to support decision making that is consistent with personal and workplace goals and career development? | |  |  |  |
| Prepare personal development plans in consultation with diverse team members and that reflect both individual and workplace goals and performance outcomes? | |  |  |  |
| At the presentation, use oral communication skills including:   * clearly and distinctively articulated diversity requirements * using language that your audience can understand? | |  |  |  |
| At the presentation, applied at least two behaviours that meet Code of Conduct requirements? | |  |  |  |
| Identify suitable networks and use these to provide support and assistance to team members? | |  |  |  |
| Provide information, guidance and constructive feedback incorporating reflective practice to enhance engagement in the workplace? | |  |  |  |
| Address cultural differences, and personal and workplace barriers that are consistent with maintaining positive support and relationships? | |  |  |  |
| Provide planning guidance and support in a form and style to suit team members and workplace requirements? | |  |  |  |
| Monitor performance providing regular and consistent feedback to team members on progress towards achieving agreed expectations and personal and workplace goals? | |  |  |  |
| Recognise and negotiate changes in behaviour, expectations and outcomes with appropriate stakeholders | |  |  |  |
| Recognise potential and experienced tension and conflict and seek advice and support to provide resolutions according to workplace procedures? | |  |  |  |
| Consult with stakeholders, including team members, other supervisors, mentors, and management to ensure corporate, workplace, team and individual goals are achieved? | |  |  |  |
| Address allegations of harassment, discrimination, bullying and complaints following workplace procedures? | |  |  |  |
| Identify and document the benefits of a diverse work team? | |  |  |  |
| Promote diversity and associated obligations within the workplace? | |  |  |  |
| Contribute to the identification or practices and approaches that achieve individual and organisational diversity objectives? | |  |  |  |
| Share ideas and suggestions on the challenges and barriers for supporting diverse work teams and improving individual and workplace outcomes? | |  |  |  |
| Task outcome: | * Satisfactory | | | * Not satisfactory |
| Assessor signature: |  | | | |
| Assessor name: |  | | | |
| Date: |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Overall Assessment Record Sheet**  This form is to be completed by the assessor and used a final record of student competency.  All student submissions including any associated checklists (outlined below) are to be attached to this cover sheet before placing on the students file.  Student results are not to be entered onto the Student Database unless all relevant paperwork is completed and attached to this form. | | | | | | | |
| **Qualification Code and Title** |  | | | | | | |
| **Student Name:** |  | | | | | | |
| **Student ID No:** |  | | | | | | |
| **Final Completion Date:** |  | | | | | | |
| **Unit Code and Title** |  | | | | | | |
| **Term Year** |  | | | **Date Assessed** | |  | |
| **Please attach the following documentation to this form** | | | | | | | **Result** |
| Assessment 1 | |  | | | | | S NYS DNS |
| Assessment 2 | |  | | | | | S NYS DNS |
| Assessment 3 | |  | | | | |  |
| ***Final Assessment Result for this unit*** | | | | | | | **C / NYC** |
| **C=Competent NYC= Not Yet Competent S= Satisfactory NYS= Not Yet Satisfactory DNS= Did Not Submit** | | | | | | | |
| **Feedback:** | | | | | | | |
| **Any Adjustment Made to The Assessment:** | | |  | | | | |
| **Student Declaration:** I declare that this work has been completed by me honestly and with integrity and that I have been assessed in a fair and flexible manner. I understand that the Institute’s Student Assessment, Reassessment and Repeating Units of Competency Guidelines apply to these assessment tasks.  Name**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | | | | **Assessor Declaration:** I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ | | |

Administrative use only

|  |  |  |
| --- | --- | --- |
| *Entered onto Student Management Database* | ❑ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Date* | *Initials* |