

# ASSESSMENT BOOKLET

## BSBLDR811

### Lead strategic transformation

Student Details						
Student Name				Student ID		
Result Summary						
Assessment task outcomes	TASK 1	<input type="checkbox"/> C	<input type="checkbox"/> NYC	<input type="checkbox"/> NA	Type of Submission	<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
	TASK 2	<input type="checkbox"/> C	<input type="checkbox"/> NYC	<input type="checkbox"/> NA		
Final Unit Outcome	<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent		Submission Date	
Assessor Name				Assessor Signature		

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## Assessment Record of Outcome

**Purpose:** This sheet provides an overview of a student's competency for each unit based on all assessment tasks submitted.

**Instructions:** Assessor: Record the outcome of each assessment task and determine the student's competency for the unit based on all assessment tasks. Record the unit outcome below, sign and date.

**Admin Team:** Record the unit outcome in RTO Manager and save the assessment bundle in the student's file. A scanned copy of this document is to be retained once the assessment is destroyed.

Student Name		Student ID	
Unit Code	BSBLDR811		
Unit Title	Lead strategic transformation		
Assessment Submission Date		Type of submission	<input type="checkbox"/> First Submission <input type="checkbox"/> First Re-submission <input type="checkbox"/> Second Re-submission
Assessment Task Results (Please tick)			
Assessment 1	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		
Assessment 2	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		
<b>Final Assessment Result for this unit</b>		<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>	
<b>Assessor Declaration</b>	<p>In completing this assessment, I confirm that the participant has demonstrated all unit outcomes through consistent and repeated application of skills with competent performance in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:    <input type="checkbox"/> Valid    <input type="checkbox"/> Sufficient    <input type="checkbox"/> Current    <input type="checkbox"/> Authentic</p>		
Assessor Name		Assessor Signature	
Feedback			

Data Entry			
Admin Initials	Officer	Date Entered In RTO Manager	<input type="checkbox"/> YES <input type="checkbox"/> No

## Student Declaration and Agreement

**Section One: Declaration**

- a. I declare that this assessment is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:
- i. reproduce this assessment item and provide a copy to another member of the Institute; and/or,
  - ii. communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).
- b. I understand it is my responsibility as a student to keep a copy of the assessment prior to submission, Albright Institute takes no responsibility for lost in transit. If required I may be asked to reproduce another copy of the assessment/s.
- c. I understand that it is my responsibility to read all the policies relevant to my course and college and if I am found to be in breach of policy, disciplinary action may be taken against me.

**Section Two: Agreement**

Read through the assessments in this booklet before you fill out and sign the agreement below. Make sure you sign this before you start any of your assessments.

- i. Have you read and understood what is required of you in terms of assessment?  Yes     No
- ii. Do you understand the requirements of this assessment?  Yes     No
- iii. Do you agree to the way in which you are being assessed?  Yes     No
- iv. Do you have any special needs or considerations to be made for this assessment? If yes, what are they?  Yes     No

- v. Do you understand your rights to appeal the decisions made in an assessment?  Yes  No

Student Name		Student Signature		Date	
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## Assessment Overview

This Student Assessment Booklet includes all your tasks for assessment of BSBLDR811 Lead strategic transformation

### About your assessments

This unit requires that you to complete two (2) assessments. You must complete all assessments with a competent result to achieve competency for this unit. Please read the information below about each task included in this assessment.

Task	Description
<b>Assessment 1</b>	<p><b>Short Answer Questions</b></p> <p>In this assessment, you will demonstrate a sound knowledge of the unit requirements through completing and submitting written questions.</p> <p>You must correctly answer all questions to show that you understand the knowledge required of this unit.</p>

Task	Description
<b>Assessment 2 (Workplace Project)</b>	<p><b>This assessment is divided into seven tasks:</b></p> <ul style="list-style-type: none"> <li>▪ Task 1: Outline Scope for Strategic Transformation</li> <li>▪ Task 2: Develop Draft Change Management Strategy</li> <li>▪ Task 3: Update Change Management Strategy and Brief Stakeholders</li> <li>▪ Task 4: Develop Action Plan for Change Management</li> <li>▪ Task 5: Develop Risk Management Plan</li> <li>▪ Task 6: Review Strategic Outcomes</li> <li>▪ Task 7: Adapt Leadership Style</li> </ul>

## Student Information

### What is competency?

To complete assessment tasks satisfactorily you will need to demonstrate competence – but what does this mean?

In the Australian vocational education and training system, the concept of competence, is defined as: "The ability to perform tasks and duties to the standard expected in the workplace". Competence involves the application of specific skills, knowledge and attitudes to the work performance in an industry, an industry sector or an enterprise. Competence is rarely achieved in a one-off demonstration. It needs to be developed holistically – that is, bringing a range of skills and knowledge together – and over time in a real or simulated workplace. To achieve competence, you need to demonstrate that you can perform a given task to the standard defined in an endorsed unit of competency.

### How to submit your assessments?

When you have completed each assessment you will need to submit it to your assessor. Instructions about submission can be found at the beginning of each assessment task. Make

sure you photocopy your written activities before you submit them – your assessor will put the documents you submit into your student file. These will not be returned to you.

### **Assessment Task Cover Sheet**

At the beginning of each task in this booklet, you will find an Assessment Task Cover Sheet. Please fill it in for each task, making sure you sign the student declaration.

Your assessor will give you feedback about how well you went in each task, and will write this on the back of the Task Cover Sheet.

### **Assessment outcomes**

Once the assessment has been completed the student will be given the result within 14 days. Once the student has satisfactorily completed the required assessments for a unit of competency he/she will receive an outcome of C (Competent) or otherwise NYC (Not Yet Competent) in which case the student is entitled to apply for a resubmission of the assessment.

### **Reasonable adjustments**

Wherever possible, trainers/assessors will make reasonable adjustments to training and assessment processes to ensure all people are treated equally in the training and assessment process.

Students who have special needs may be allowed reasonable adjustment at the time of assessment in line with the Albright Institute's Policy and Procedures.

To meet the needs of all learners' adjustments can be made to the way assessments are conducted but not to the requirements of the assessment. The purpose of these adjustments is to enhance fairness and flexibility so that the specific needs of students can be met.

Examples of reasonable adjustments

- a. providing additional time for student to practice the assessment tasks
- b. presenting questions orally for students with literacy issues
- c. asking questions in a relevant practical context
- d. adapting machinery and equipment to make it more easily used
- e. presenting work instructions in diagrammatic or pictorial form instead of words and sentences
- f. simplifying the design of tasks

It is the responsibility of each assessor to assess students' needs and make whatever reasonable adjustments are practicable to maximise a students' opportunity to demonstrate their competence.

### **Assessment re-submission**

If a student is deemed NYC (not yet competent) the Trainer/Assessor (TRN) will explain why and inform the student of what needs to be completed in order to demonstrate competence.

Re-assessment for assessments only occurs if the student has previously submitted the assessment or has missed the relevant session(s) and has been afforded special consideration which is approved by the Administration department.

If the result for the first submission of an assessment is NYC, students will be given two re-submission opportunities to achieve a competent result (this re-assessment is conducted free

of charge). A suitable time will be arranged for the reassessment to occur within 14 days of the completion of the unit in question. Should a student either not make an attempt within this time frame (in spite of all efforts by Albright Institute, its Trainer/Assessor and administration staff to have the student attend a reassessment session) or the student does not achieve a satisfactory result after two re-assessments they may be charged for another attempt.

Should the student still not achieve competence after these assessment attempts, it will be necessary for them to re-enrol in (repeat) the unit of competence at a cost.

### **Assessment appeals**

You can make an appeal about an assessment decision by filling an appeal form. Ask for an appeal form from a student support officer. Refer to Albright Institute's Assessment Policy for more information about our appeals process.

### **Plagiarism Policy**

All student work must be written in their own words, except where acknowledged through quotations and referencing. Plagiarism is a serious offence; Albright Institute may impose severe penalties on students who plagiarise.

For more information on Plagiarism and Cheating refer to Albright Institute's policies.



# Assessment 1 – Coversheet

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

Student and Submission Details			
Student Name		Student ID	
Unit Code and Name	BSBLDR811 Lead strategic transformation	Date of submission	
<b>STUDENT DECLARATION</b>			
<p>I declare that</p> <ul style="list-style-type: none"> <li>a. this assessment is my own work.</li> <li>b. None of this work has been completed by any other person.</li> <li>c. I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li>d. I have correctly referenced all resources and reference texts throughout these assessment tasks.</li> <li>e. I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.</li> </ul>			
Student Signature			

Assessor To Complete			
Assessment 1	Assessment Result	Date	Type Of Submission
Short Answer Questions	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
Assessor feedback			

Assessor Name	
Assessor Signature	

**This assessment meets the following Knowledge Evidence:**

Knowledge evidence	Satisfactory	Unsatisfactory	Not Present
<ul style="list-style-type: none"> <li>• content of and process for developing a change management strategy</li> <li>• key stakeholders involved in strategic change</li> <li>• organisational mission, purpose and values</li> <li>• strategic change risks and mitigation strategies including learning and communication processes</li> <li>• range of leadership styles</li> <li>• personal development planning methodologies</li> <li>• organisational transformation and the management of the stages of change.</li> </ul>			

# Assessment 1 – Short Answer Questions

**Assessment summary**

- You are required to answer all the written questions in this assessment.

**Resources and equipment required to complete this assessment**

- Access to textbooks and other learning materials.  
 Access to a computer, printer, Internet and email software (if required).

**When and where should the assessment be completed?**

- This assessment may be done in your own time as homework or you may be given time to do this task in class (where applicable).  
 Your assessor will provide you with the due date for this assessment.

**What needs to be submitted?**

- Your answers to each question in this assessment along with references.

**Instructions**

- This is an open book test – you can use your learning materials as reference.  
 You must answer all questions in this assessment correctly.  
 You must answer the questions by typing your answers in Microsoft Word and converting it into **a pdf**.  
 Please include the following details in the header section of each page of your assessment document:

- Student Name and ID
- Course Code and title
- Unit Code and title
- Trainer and assessor name
- Page numbers

- You are required to submit your assessment on the LMS (Moodle). No submissions will be accepted via emails.

# Short Answer Questions

## Question 1

Complete the table below about change management strategy.

- a. Identify the six elements of a change management strategy.
- b. In 50 words or more, describe the content that must be included in each identified element of the change management strategy.

Element of Change Management Strategy	Content
i.	
ii.	
iii.	
iv.	
v.	
vi.	

## Question 2

Complete the tables below about key stakeholders involved in strategic change. Additional instructions are provided below.

### A. Internal Stakeholders

- a. Identify at least two internal stakeholders relevant during strategic change in an organisation.
- b. Discuss the role of each identified internal stakeholder during the strategic change.

Internal Stakeholder	Role During Strategic Change
i.	
ii.	

### B. External Stakeholders

- a. Identify at least two external stakeholders relevant during strategic change in an organisation.
- b. Discuss the role of each identified external stakeholder during the strategic change.

External Stakeholder	Role During Strategic Change
i.	
ii.	

### Question 3

Complete the tables below about organisational principles and their relevance during organisational transformation.

- a. In 50 words or more, define each organisational principle listed below.
- b. In 50 words or more, explain the importance of aligning organisational transformation with each organisational principle.

Organisational Principle	Definition	Alignment of Organisational Transformation
i. Mission		
ii. Purpose		
iii. Values		

### Question 4

Complete the tables below about learning and communication processes during organisational change. Additional instructions are provided below.

#### A. Learning Processes

- a. Identify at least two learning processes relevant during organisational change.
- b. In 50 words or more, explain how each identified learning process can help mitigate change risks.

Learning Process	Application in Mitigation of Change Risks
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i.	
ii.	
<p><b>B. Communication Processes</b></p> <p>a. Identify at least two communication processes relevant during organisational change.</p> <p>b. In 50 words or more, explain how each identified communication process can help mitigate strategic change risks.</p>	
Communication Process	Application in Mitigation of Change Risks
i.	
ii.	

### Question 5

Complete the table below about leadership styles.

- a. Identify the six types of leadership styles.
- b. In 50 words or more, discuss the potential impact of each leadership style on the change management process of an organisation/workplace.

Leadership Style	Potential Impact on Change Management Process
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i.	
ii.	
iii.	
iv.	
v.	
vi.	

### Question 6

Complete the table below about personal development planning methodologies.

- a. Identify at least three processes for personal development planning.
- b. In 50 words or more, discuss at least one methodology that can be applied for each personal development planning process of individuals in an organisation/workplace.



Personal Development Planning Process	Methodology
i.	
ii.	
iii.	
iv.	
v.	

### Question 7

Complete the table below about the stages of change during organisational transformation.

- a. Identify the four stages of change during organisational transformation.
- b. In 50 words or more, discuss how each stage of change must be managed for successful organisational transformation.

Stage of Change	Management

i.	
ii.	
iii.	
iv.	

**What to submit:**

- **Answers to all questions**
- **References**

## Assessment 2 – Coversheet

Students: Please fill out this cover sheet clearly and accurately. Make sure you have kept a copy of your work.

Student and Submission Details			
Student Name		Student ID	
Unit Code and Name	BSBLDR811 Lead strategic transformation	Date of submission	
STUDENT DECLARATION			
<p>I declare that</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> This assessment is my own work.</li> <li><input checked="" type="checkbox"/> None of this work has been completed by any other person.</li> <li><input checked="" type="checkbox"/> I have not cheated or plagiarised the work or colluded with any other student/s.</li> <li><input checked="" type="checkbox"/> I have correctly referenced all resources and reference texts throughout these assessment tasks.</li> <li><input checked="" type="checkbox"/> I understand that if I am found to be in breach of policy, disciplinary action may be taken against me.</li> </ul>			
Student Signature			

Assessor to complete			
Assessment 2	Assessment Result	Date	Type Of Submission
Assessment 2 (Workplace project)	<input type="checkbox"/> C (Competent) <input type="checkbox"/> NYC (Not Yet Competent) <input type="checkbox"/> NA (Not Assessed)		<input type="checkbox"/> First submission <input type="checkbox"/> First re-submission <input type="checkbox"/> Second re-submission
Assessor feedback			

Assessor Name	
Assessor Signature	

## Assessment 2 – Workplace Project Assessment

This assessment meets the following performance criteria:

Performance Criteria		Satisfactory	Unsatisfactory	Not Present
1. Prepare to undertake strategic change	1.1 Identify personal responsibilities in strategic transformation process according to task objectives 1.2 Develop strategic change strategy in collaboration with relevant stakeholders 1.3 Brief internal and external stakeholders of strategic change processes and intended outcomes 1.4 Establish communication channels for organisational personnel to contact management			

2. Lead strategic change	<p>2.1 Analyse and confirm capacity and competence of relevant individuals to contribute to change processes and plans</p> <p>2.2 Identify and resolve risks in change management process</p> <p>2.3 Develop learning and communication processes for addressing problems and risks arising during organisational change</p> <p>2.4 Make changes to change management process according to risks and inform stakeholders of updates</p>			
3. Review strategic outcomes	<p>3.1 Analyse impacts of leadership on change management process using self-reflection</p> <p>3.2 Seek feedback on leadership during change management process from staff</p> <p>3.3 Apply feedback to leadership style</p>			

**This assessment meets the following performance Evidence:**

<b>Performance evidence</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Not Present</b>
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<ul style="list-style-type: none"> <li>• lead a strategic business transformation for an organisation or large work area on at least one occasion.</li> <li>• prepare to provide strategic leadership during a business change process</li> <li>• review strategic outcomes and incorporate feedback into leadership style.</li> </ul>			
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**This assessment meets the following Foundation Skills:**

Foundation Skills		Satisfactory	Unsatisfactory	Not Present
Learning	<ul style="list-style-type: none"> <li>• Develops insights from experience to improve personal performance</li> </ul>			
Reading	<ul style="list-style-type: none"> <li>• Sources, evaluates and critiques ideas and information from a range of complex texts to assist with decisions, choices and to manage organisational requirements</li> </ul>			
Writing	<ul style="list-style-type: none"> <li>• Researches and prepares plans for relevant stakeholders incorporating appropriate vocabulary, grammatical structure and conventions</li> </ul>			
Oral communication	<ul style="list-style-type: none"> <li>• Expresses opinions and information and responds to other people's views using language appropriate to audience</li> </ul>			
Teamwork	<ul style="list-style-type: none"> <li>• Identifies impact of own behaviour on others, reflecting on personal strengths and limitations and implementing strategies to regulate behaviour</li> <li>• Adapts personal communication style to build a positive working relationship and show respect for the opinions, values and particular needs of others</li> </ul>			

Planning and organising	<ul style="list-style-type: none"> <li>• Develops plans to manage complex activities with strategic implications that involve a range of personnel with diverse skills, knowledge and experience</li> <li>• Systematically gathers and analyses relevant information and evaluates options to inform decisions with the potential to affect organisational outcomes</li> </ul>			
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## Assessment 2 – Workplace assessment

### Assessment Overview

**This workplace assessment requires you to lead a strategic business transformation for an organisation or large work area on at least one occasion.**

**This assessment is divided into seven tasks:**

- Task 1: Outline Scope for Strategic Transformation
- Task 2: Develop Draft Change Management Strategy
- Task 3: Update Change Management Strategy and Brief Stakeholders
- Task 4: Develop Action Plan for Change Management
- Task 5: Develop Risk Management Plan
- Task 6: Review Strategic Outcomes
- Task 7: Adapt Leadership Style

You are required to complete the assessment tasks in a real workplace, or in an environment with conditions similar to that of a workplace.

Each task comes with a set of instructions. You are to follow these instructions to complete the assessment. Each task will require you to either:

- Submit completed workplace templates and/or any required documentation; or
- Demonstrate task requirements while being observed by the assessor.

Some tasks may include both requirements. These will serve as evidence of your task completion.

Excursion

### Forms and Templates

Generic forms and templates to be used for the assessments are specified for each task, unless otherwise stated. These can be accessed from the following link:

[BSBLDR811 Forms and Templates](#)

Review these forms and templates with your assessor before starting the task.

## Task 1: Outline Scope for Strategic Transformation

### ASSESSMENT INSTRUCTIONS

This task will require you to determine the scope of strategic transformation of your organisation or a large work area in your organisation and identify your personal responsibilities.

Use the **Strategic Transformation Scope** template provided at the Bounce Fitness website.

To complete this task, you must:

- Access and review the following:
  - Organisational documents/resources, including:
    - Documents with information about organisational mission, purpose and values.
    - At least one strategic workplace plan.
    - At least one policy and set of procedures for strategic change.
  - At least two of each of the following relevant to business strategic change:
    - Legislation
    - Regulations
    - Codes of practice
- Identify at least two objectives for strategic transformation of your organisation/work area from the documents accessed.
- Outline at least two personal responsibilities relevant for strategic transformation of the organisation/work area.
- Analyse each identified personal responsibility to identify at least two related tasks or activities that must be performed.
- Complete the strategic transformation scope document incorporating the information identified above.



Submit the completed strategic transformation scope document to your assessor. Include any supplementary documents/sources used to create the strategic transformation scope document, such as:

- Organisational documents such as strategic workplace plans or similar, with relevant objectives for strategic transformation.
- Policies and procedures for strategic change.

## Task 2: Develop Draft Change Management Strategy

### ASSESSMENT INSTRUCTIONS

Your assessor will observe you as you consult with relevant stakeholders to develop a draft change management strategy for your organisation or work area.

#### Part A: Formulate Change Management Strategy

Use the **Change Management Strategy** template provided at the Bounce Fitness site.

To complete this task, you must:

- Access and review the strategic transformation scope document created in *Workplace Assessment Task 1*.
- Develop at least one change management strategy for your organisation or work area.

*Change management strategy is a systematic approach to be followed for dealing with the change effected by strategic transformation of the organisation or work area.*

- Outline at least two intended outcomes of the change management strategy.
- Identify at least two communication channels for organisational personnel to contact management during the strategic transformation.
- Complete the change management strategy document with strategic transformation processes and intended outcomes.
- Use appropriate vocabulary, grammatical structures and conventions to present the components of the change management strategy for relevant stakeholders.

#### Part B: Consult with Stakeholders

You will be assessed on your practical skills to:

- Present the change management strategy to at least three relevant stakeholders in your organisation, expressing opinions and information using language appropriate to the audience.

Relevant stakeholders are personnel in the organisation who can impact or get impacted by the change management strategy, such as board members, heads of departments, managers or team members.

- Seek feedback from the stakeholders on the change management strategy during the presentation.
- Respond to other people's views using language appropriate to the audience.
- Discuss at least two potential risks on implementation of the change management strategy.

Submit the draft change management strategy to your assessor.

### Task 3: Update Change Management Strategy and Brief Stakeholders

#### ASSESSMENT INSTRUCTIONS

This task will require you to update the change management strategy developed in *Workplace Assessment Task 2*, and brief internal and external stakeholders about the strategy.

To complete this task, you must:

- Access and review the draft change management strategy developed in *Workplace Assessment Task 2*.
- Update the change management strategy document by incorporating the feedback received from stakeholders in *Workplace Assessment Task 2*.

At least one of the following must be updated based on stakeholder feedback:

- Change management strategy.
- Intended outcomes of the strategy.
- Distribute the updated change management strategy document to relevant stakeholders, including:
  - At least two internal stakeholders
  - At least two external stakeholders

Submit the updated change management strategy document to your assessor.

You must also submit evidence of briefing stakeholders about the updated change management strategy.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes

## Task 4: Develop Action Plan for Change Management

### ASSESSMENT INSTRUCTIONS

This task will require you to analyse and confirm capacity and competence of relevant individuals in your organisation for implementation of the change management strategy.

Use the **Change Management Action Plan** template provided at the Bounce Fitness website.

#### Part A: Develop Action Plan

To complete this task, you must:

- Develop an action plan to implement the change management strategy by assigning roles and responsibilities to at least two individuals within the organisation.
- Determine the following for each identified individual to contribute to implementation of the change management strategy:
  - Capacity or time required
  - Competence or skills required
- Verify the available capacity and competence of each individual from the organisational documents accessed.
- Identify at least two problems that can arise during implementation of the change management strategy.

#### Part B: Confirm Action Plan

To complete this task, you must:

- Distribute the action plan to each individual with an assigned role for implementation of change management strategy.
- Receive confirmation from each individual on the following:
  - Capacity or time available
  - Self-assessment of competence

Submit the completed change management action plan to your assessor. Include the organisational documents referenced to confirm capacity and competence of individuals as supplementary evidence.

You must also submit evidence of confirming the change management action plan with at least two individuals in the organisation for implementation of the change management strategy.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes

## Task 5: Develop Risk Management Plan

### ASSESSMENT INSTRUCTIONS

This task will require you to identify and resolve risks in the change management process.

Use the following templates and document provided at the Bounce Fitness site:

- **Risk Register**
- **Risk Rating Matrix**

To complete this task, you must:

- Access and review the following:
  - Updated change management strategy developed in *Workplace Assessment Task 3*.
  - Change management action plan developed in *Workplace Assessment Task 4*.
- Enter the following in the risk register:
  - At least two potential risks identified in *Workplace Assessment Task 2*.
  - At least two potential problems identified in *Workplace Assessment Task 4*.
- Develop at least one risk management strategy for each potential risk identified in the risk register.
- Develop the following for each potential risk and potential problem outlined in the risk register:
  - At least one learning process.
  - At least one communication process.
- Append your risk register to the change management strategy.
- Finalise change management strategy by making modifications according to the risks and risk management strategies identified.
- Inform at least three relevant stakeholders of the final change management strategy.

*Stakeholders must be the same personnel with whom you consulted in Workplace Assessment Task 2 to develop the change management strategy.*

Submit the following to your assessor:

- Final change management strategy
- Completed risk register

You must also include the risk rating matrix used for this task as supplementary evidence.

*Submit this only if you used a risk rating matrix different from what is provided at the Bounce Fitness site.*

You must also submit evidence of informing relevant stakeholders in the organisation about the final change management strategy.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes

## Task 6: Review Strategic Outcomes

### ASSESSMENT INSTRUCTIONS

This task will require you to analyse impacts of your leadership on the change management process by reviewing strategic outcomes, self-reflection and seeking feedback from staff.

Use the **Leadership Impact Assessment** template provided at the Bounce Fitness website.

To complete this task, you must:

- Review at least two strategic outcomes of change management process.  
*Strategic outcomes are the desired results from the change management process. These can relate to actual versus planned timelines, communication effectiveness and unexpected problems during implementation.*
- Analyse impacts of leadership on the identified strategic outcomes of change management process using self-reflection.
- Complete the leadership impact assessment document with the above information.
- Consult with at least two relevant individuals in your organisation to seek feedback on leadership during change management process.

*Individuals must be the same personnel who were assigned responsibilities for implementation of the change management strategy in Workplace Assessment Task 4.*

Submit the completed leadership impact assessment document to your assessor.

You must also submit evidence of seeking feedback on leadership during change management process from staff.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes
- Video/audio recording of the meeting conducted with the staff

*When using this as evidence, ensure to inform the staff of the purpose of the recording before doing so.*

## Task 7: Adapt Leadership Style

### ASSESSMENT INSTRUCTIONS

This task will require you to adapt your leadership style according to the feedback received in *Workplace Assessment Task 6*.

To complete this task, you must:

- Discuss further implementation of change management strategy based on the feedback from staff in *Workplace Assessment Task 6*, with at least three relevant stakeholders in your organisation.

*Stakeholders must be the same personnel with whom you consulted in Workplace Assessment Task 2 to develop the change management strategy.*

- Adapt leadership and personal communication style based on feedback received.

Submit evidence of interaction with at least two relevant stakeholders of the organisation to demonstrate that leadership style was adapted.

Evidence must be at least one of the following:

- Email correspondence
- Meeting minutes
- Video/audio recording of the interaction conducted with the stakeholders

*When using this as evidence, ensure to inform the stakeholders of the purpose of the recording before doing so.*

## Record of Assessment

Assessment Details		
<b>Learner</b>		
<b>Course Code</b>		
<b>Unit of Competency</b>	BSBLDR811 - Lead strategic transformation	
<b>Assessor Name</b>		
<b>RTO</b>		
Assessment Activity	Satisfactory	Needs more evidence
Short Answer Questions		
Short Answer Question 1	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 2	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 3	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 4	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 5	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 6	<input type="checkbox"/>	<input type="checkbox"/>
Short Answer Question 7	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Assessment		
Task 1: Outline Scope for Strategic Transformation	<input type="checkbox"/>	<input type="checkbox"/>
Task 2: Develop Draft Change Management Strategy	<input type="checkbox"/>	<input type="checkbox"/>
Task 3: Update Change Management Strategy and Brief Stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
Task 4: Develop Action Plan for Change Management	<input type="checkbox"/>	<input type="checkbox"/>
Task 5: Develop Risk Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Task 6: Review Strategic Outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Task 7: Adapt Leadership Style	<input type="checkbox"/>	<input type="checkbox"/>

**Assessor's Comments**

**Remarks/feedback**

**Details of further evidence required**

Please tick the appropriate box.

Yes

No

Comments and further action required are noted in the Learner Assessment Pack



Results discussed and agreed to by the learner



**You have the right to appeal the outcome of your assessment.**

The Learner is

Competent

Not Yet Competent

**Assessor's signature**

**Date signed**

I further confirm that I have verified the learner's submissions by contacting the learner's supervisor and/or observer whose names appear in the Supervisor/Observer Verification Log above.

**After reassessment, the Learner is:**

Competent

Not Yet Competent

**Assessor's signature**

**Date signed**