Self-assessment record – BSBXTW301

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| Candidate’ s name:       | Part D |
| Unit of competency:  *BSBXTW301 Work in a team*Trainer/assessor:      Date:       |
| **Tasks** | **I do the workplace task…** | **Candidate’s comments** |
| **…very well***I’m sure I can do the task* | **…quite well***I think I can do the task* | **…no, or not well***I don’t (or can’t) do the task* |
| I can identify my responsibilities according to the organisational policies and procedures. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I can identify own role and task requirements within team. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I can explain the team structures and roles of other team members. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I work to the plan and prioritise my own tasks according to time set for completion and my team’s requirements. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I am able to explain how my responsibilities within a team contribute to the goals of the team. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I actively contribute ideas and information in team planning discussions. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I share my knowledge and skills with other team members so our team is better able to achieve our goals. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| My communication with other team members is clear and respectful and considers each person’s needs.  | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I always check for understanding when communicating with other team members. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I endeavour to collaborate effectively with other team members. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I can work well with other team members who are working remotely on workplace issues. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I report concerns in a civil and tactful manner to relevant personnel. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I confirm understanding of task instructions or directions both when receiving and providing communication. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I inform team leaders when personal commitments may impact on team activities. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I seek and accept feedback on my performance within a team. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| I understand the purpose of feedback and endeavour to reflect on it and construct an action that addresses the issues in the feedback. | **[ ]**  | **[ ]**  | **[ ]**  |       |
| Candidate signature: |       | **Date:** |       |