



BSBPEF401

## MARKING GUIDE

# Manage personal health and wellbeing

Assessment 1 of 3

Short Answer Questions



## Assessment Instructions

### Task overview

This assessment includes six (6) short answer questions. Read each question carefully before capturing your response in the spaces provided.

### Assessment Information

#### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

#### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

## Instructions

To be assessed as competent for this unit of competency, you must demonstrate your skills and knowledge in managing your personal health and wellbeing.

Answer the following questions by entering your responses into the spaces provided.

### Question 1

Identify two [2] techniques for managing ones physical health and wellbeing. Briefly explain in your own words how each technique helps in managing physical wellbeing.

#### Assessor Marking Guide

Students must identify two [2] techniques for managing their physical health. Student must briefly explain in their own words how each technique helps in managing physical health.

Sample benchmark answers are provided below. Students only need to provide two [2] techniques.

Techniques for managing physical health and wellbeing [Approximately 5 words each]		Describe how each technique helps manage physical health [Approximately 30-60 words for each technique]
1.	Keep physically active.	By being physically active, a person's heart rate will be raised. Being physically active, improves the overall weight, bone, and functional health of a person.
2.	Adequate sleep.	Having sufficient sleep reduces the risk for cardiovascular disease, obesity and infections. Having enough sleep helps you be more productive and can influence your mood.
<i>Alternative answers may include:</i>		
Join a gym or an exercise program		Taking part in an exercise program improves the overall weight, bone, and functional health of a person. It also reduces and prevents the risk of chronic health conditions such as hypertension and stroke.
Calculate your body mass index (BMI)		Calculating your body mass index measures your body size and classifies you into a group. These groups indicate whether you are at a healthy weight and how high your risk is for certain diseases.
Use a heartbeat tracker or pedometer		These help by recording the metric such as heart beats per minute, number of steps/ distance a person walks, calories are burnt.
Develop a physical activity plan		A physical activity plan has goals and activities and is a record of the physical activities you do in a set period. It includes the time you plan on doing them and can act as a weight tracker so you can include your weight and BMI.
Keep a sleep diary		A sleep diary helps you keep track of your sleep patterns and helps you figure out if there are things that you should change regarding your sleep hygiene.

Avoid added sugar in food and drinks	Added sugar is one of the major reasons for unhealthy weight gain and health problems such as diabetes and heart disease. Food that has added sugar is usually very low in nutrients and you should be mindful of how much of it you consume.
Create a dietary plan	A dietary plan is a record of the meals you plan to eat each day and can include what you eat and drink each day, and when. It helps you see if you achieved the goal you set. If not achieved, you can adjust your plan for the following week.

**Question 2**

Identify two (2) techniques for managing ones mental wellbeing. Briefly explain in your own words how each technique helps in managing mental wellbeing.

**Assessor Marking Guide**

Student must identify two (2) techniques for managing mental wellbeing. Student must briefly explain in their own words how each technique helps in managing mental wellbeing.

Sample benchmark answers are provided below. Students only need to provide two (2) techniques.

Techniques for managing mental wellbeing (Approximately 5 words each)		How each technique helps manage mental wellbeing (Approximately 30-60 words for each technique)
1.	Practice mindfulness and meditation.	Mindfulness helps you free up the 'mental clutter' that worries you every day. It is about focusing on the present and will help you from obsessing over the past and worrying about the future. Mindfulness and meditation allow you to know what thoughts are causing you stress and react to them calmly. Practicing mindfulness and meditation regularly will help you feel more positive, reduce your stress and improve your clarity.
2.	Participate in purposeful activities and hobbies.	Doing activities that express who a person is gives a sense of accomplishment and purpose. It also boosts a person's confidence, and it helps them connect with other people. Hobbies are a great way to unwind from your daily routine. You can do your hobby with a group so you can connect with others that have similar interests.
<i>Alternative answers may include:</i>		
	Spend time with your family	Positive connections can lower anxiety, alleviate depression and raise self-esteem. Even if you are an introvert, you need social connections in your life.
	Spend time in a social circle or people in your community	Positive connections can lower anxiety, alleviate depression and raise self-esteem. Even if you are an introvert, you need social connections in your life.
	Attend meetups relevant to your interests	You will meet like-minded people at these groups and work on your hobbies at the same time.

Volunteer	Helping other people boosts your sense of connection. Even if the acquaintances you make never become your best friends, what matters is that you actively sought to socialise. By volunteering, you are contributing meaningfully to the community.
Deal with your issues	Being around people you trust the most is a great way to boost your confidence. These may include your friends, family and professionals. If you have problems that you cannot resolve yourself, the people in your life can offer their support.
Go to work	Going to work is an important source of purpose and can improve your self-worth, establish social connections, enhance your financial security and allow you to contribute to society.

### Question 3

Identify three [3] time management tools, explain the purpose of each tool provided and how it helps manage your personal health and wellbeing.

#### Assessor Marking Guide

Students must identify three [3] time management tools, explain the purpose of each tool and how each tool helps manage personal health and well-being.

Sample answers are provided below. Students only need to provide three [3] time management tools.

	Time management tools	How each management tool helps manage personal health and wellbeing. (Approximately 50 words for each tool)
1.	To-do-list	A to-do list organises tasks that a person aims to accomplish. It prioritises tasks according to importance. This helps the person know which tasks to finish and/or prioritise first before finally having their time to do personal health and wellbeing activities.
2.	Calendar	A calendar tracks, plans, and schedules a person's tasks and projects. It allows a person to allot time or days for personal health and wellbeing activities such as exercising, going out with friends, doing their hobbies, etc.
3.	Address Book	An address book organises numbers, emails, and addresses a person comes across with. It saves time from searching and identifying who to call and who is calling. This helps the person easily know who to call whenever they want to do personal health and wellbeing activities with other people.
<i>Alternative answers may include:</i>		
	Time blocking	Plan out your day in 30 minute increments and block out sections for your work tasks and other sections for your personal health and wellbeing tasks. Allow some buffers throughout the day so that you can more reliably stick to the schedule across the whole day.

## Question 4

Identify three (3) time management techniques and briefly explain how each technique helps you manage your time for personal health and wellbeing.

### Assessor Marking Guide

Students must identify three (3) time management techniques and briefly explain in their own words how each technique helps them in managing their time for personal health and wellbeing.

Sample answers are provided below.

Time management techniques	How each technique helps manage personal health and wellbeing [Approximately 60 words for each technique]
Prioritise tasks from least important to most important	A person must prioritise which tasks must be accomplished first for the day or week. This allows the person to know the available time and day when they can do activities for their personal health and wellbeing.
Keep a time log of all your activities	A person who tracks their daily activities has an idea of how much time it takes for them to do specific activities according to their energy levels and focus. This allows them to do their tasks during the time of the day where they are most productive. They can spend the other time to do activities for their personal health and wellbeing, so that it does not affect their productive time.
Set boundaries on work-related tasks to avoid burning out	A person who is constantly pushing themselves and saying 'Yes' to every task must set boundaries to not burn themselves out. They must effectively plan their time between work and personal life to keep themselves healthy. Setting boundaries allows them to know if it is time for work and if it is time to do activities that help with their personal health and wellbeing.
<i>Alternative answers may include:</i>	
Eisenhower matrix	Use the Eisenhower matrix to prioritise tasks based on their importance and urgency. This helps to prioritise work and personal health and wellbeing tasks on the same scale to determine what order to do things in.

## Question 5

Identify two (2) common organisational policies and procedures that support staff health and wellbeing in the workplace, outlining what they aim to achieve (the purpose) and how they aim to achieve it, capturing two (2) key features of the policy and procedure.

### Assessor Marking Guide: Part A

Student must identify two (2) common organisational policies and procedures that support staff health and wellbeing in the workplace, outlining their purpose and how this will be achieved and capturing at least two (2) key features of each.

Sample answers are provided below.

Policies and procedures	What it aims to achieve [Purpose] (Approximately 25 words each)	How it aims to achieve it [Key features] (Approximately 30 words each)	
Work Health and Safety Policy and Procedure Policy and Procedure	The WHS policy and procedure set the rules around how people must conduct their work in safe way to keep everyone free from/minimise risk of injury and illness.	1.	It sets out the liability elements to ensure engagement from all.
		2.	It sets out the risk assessment processes to try and identify and eliminate risks before issues arise.  Other options may include: - It sets out the return to work plan for injured or ill employees to identify performance limits, schedules etc. to minimise negative impact on the employee. - It sets out the schedule for regular safety meetings to support active consideration of safety in the workplace and ensure interventions are carried out.
Workplace Harassment Prevention Policy and Procedure	The Workplace Harassment policy and procedure sets out the rules around how people must behave/conduct themselves in the workplace to keep everyone free from intimidation and mistreatment.	1.	It sets out standards for behaviour when interacting with others.
		2.	It sets out a procedure to address unhealthy work interactions.  Other options may include: - It sets out the implications for those who do not meet the minimum performance standards.
<i>Alternative answers may include:</i>			
Personal Protective Equipment (PPE) Policy and Procedure	The PPE policy and procedure sets the rules around clothing and protective equipment to be used when performing tasks to ensure they are done safely and with a minimum risk.	1.	It sets out the companies commitment to providing required personal protective clothing and equipment.
		2.	It sets out how PPE is to be applied to the role/tasks.  Other options may include: - It sets out steps to address where PPE is not being made available or applied correctly.

### Question 6

Identify the five [5] requirements a workplace must address in order to meet their legal obligations regarding workplace stress as set out in the Work Health and Safety Act 2011.

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## Assessor marking guide

Students must identify the five (5) requirements related to addressing workplace stress as set out in the WHS Act 2011. These must include the following:

1	Identify the areas within the workplace that are likely to cause stress
2	Assess the risks to determine which require controls
3	Control the risk by eliminating or minimising it
4	Regularly review the control of their effectiveness
5	Ensure workers are aware of their health and safety policies and procedures

### Assessment checklist:

Before submitting, students must have completed all six (6) questions within this assessment. This includes:

1	Six (6) short answer questions to be completed in the spaces provided.	<input type="checkbox"/>
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**Congratulations you have reached the end of Assessment 1**

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