



**BSBPEF401**

# Manage personal health and wellbeing

## Assessment 1 of 3

### Short Answer Questions



Student name: <<Insert student name here>>  
Student number: <<Insert student number here>>



## Assessment Instructions

### Task overview

This assessment is divided into seven (7) questions. Read each question carefully before typing your response into the spaces provided.

### Additional resources and supporting documents

To complete this assessment, you will need:

- [Green Leaf Café Workplace Harassment Prevention Policy](#)
- [Green Leaf Café Personal Protective Equipment Policy and Procedure](#)
- *Learning content for this module*
- [Model Work Health and Safety Act 2011](#)

## 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.



Student name: <<Insert student name here>>  
Student number: <<Insert student number here>>



## Introduction

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

Assessment 1 requires you to answer seven [7] short answer questions to test your knowledge.

To answer Questions, you will need access to the following:

- [Green Leaf Café Workplace Harassment Prevention Policy](#)
- [Green Leaf Café Personal Protective Equipment Policy and Procedures](#)
- *Learning content for this module*
- [Model Work Health and Safety Act 2011](#).

## Instructions

Answer the following questions by entering your responses into each field.

### Question 1

Identify two [2] techniques for managing physical health. Briefly explain in your own words how each technique helps in managing physical health [maximum 100 words for total answer].

### Assessor Marking Guide

Student must identify two [2] techniques for managing physical health. Student must briefly explain in their own words how each technique helps in managing physical health [maximum 100 words for total answer].

Benchmark standards of student responses provided below.

Techniques for managing physical health	How each technique helps manage physical health
Join a gym or an exercise program	Engaging in physical activities, such as 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) either manually with a simple calculation or accessing a BMI calculator online	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.

<p>Do specific types of exercises eg.</p> <ul style="list-style-type: none"> <li>• Aerobic exercises</li> <li>• Strength training</li> <li>• Flexibility exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Aerobic exercises increase heart rate, breathing rate and work muscles</li> <li>• Strength training helps build stronger muscles and bones</li> <li>• Flexibility exercises keep joints flexible and reduces risk of injury during other activities.</li> </ul>
<p>Keep physically active during the day but not necessarily by attending an exercise program at a gym. For example, walking, dancing, jogging, riding a bike, doing chores and using the stairs at work instead of a lift.</p>	<p>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.</p>
<p>Use gadgets such as a heartbeat tracker or a pedometer</p>	<p>These gadgets help by recording the number of steps a person walks and how many calories are burnt.</p>
<p>Develop a physical activity plan</p>	<p>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.</p>
<p>Get enough sleep</p>	<p>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.</p>
<p>Keep a sleep diary</p>	<p>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.</p>
<p>Avoid added sugar in food and drinks</p>	<p>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.</p>
<p>Create a dietary plan</p>	<p>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.</p>

## Question 2

Identify two [2] techniques for managing mental wellbeing. Briefly explain in your own words how each technique helps in managing mental wellbeing (maximum 100 words for total answer).

### 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 (maximum 100 words for total answer).

Benchmark standards of student responses are provided below.

Techniques for managing mental wellbeing	How each technique helps manage mental wellbeing
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.
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.

Participate in purposeful activities and hobbies (physical, creative, intellectual) eg. using art, music, or journaling to express yourself	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.
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** that help you manage your time and ensure your personal health and wellbeing. In your own words, explain the purpose of each tool and how it helps manage your personal health and wellbeing (maximum 200 words for total answer).

#### Assessor Marking Guide

Students must identify three (3) time management tools that help them manage their time and ensure their personal health and well-being. Students must use their own words to explain the purpose of each tool and how each tool helps manage personal health and well-being (maximum 200 words for total answer).

Benchmark standards of student responses are provided below.

Time management tools	How each management tool helps you in managing your personal health and wellbeing
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.
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.
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.

Physical/ Virtual Notebook	A notebook keeps all information organised in one place. It makes the retrieval of information easier. This can be a keeper of all the personal health and wellbeing activities a person has already done, so if ever they want to do new activities, they can just refer to their notebook.
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**Question 4**

Identify three (3) time management **techniques** you can use to manage your time for personal health and wellbeing. In your own words, briefly explain how each technique helps you manage your time for personal health and wellbeing (maximum 200 words for total answer).

**Assessor Marking Guide**

Student must identify three (3) time management techniques they can use to manage their time for personal health and wellbeing. Student must briefly explain in their own words how each technique helps them in managing their time for personal health and wellbeing (maximum 200 words for total answer).

Benchmark standards of student responses are provided below.

Time management techniques	How the techniques help you in managing your time for personal health and wellbeing
Prioritise important tasks to identify when you can do less important ones	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 stuff to avoid getting burnt 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.

**Question 5**

Student name: <<Insert student name here>>  
 Student number: <<Insert student number here>>



Read the two [2] policies and procedures below and describe three [3] key features of the each of the policies and procedures in relation to staff health and wellbeing. [maximum 250 words total]

- *Green Leaf Café Workplace Harassment Prevention Policy*
- *Green Leaf Café Personal Protective Equipment Policy and Procedure.*

### Assessor Marking Guide: Part A

Student must Identify three [3] key features for each of the two [2] Green Leaf Café policies and procedures, that staff must follow to ensure the health and wellbeing of all staff is always maintained in the workplace [maximum 250 words for total answer].

The Green Leaf Café documents are:

- *Green Leaf Café Workplace Harassment Prevention Policy*
- *Green Leaf Café Personal Protective Equipment Policy and Procedure.*

Benchmark standards of student responses are provided below. Refer to the student workbook to mark the answers section 2.4 [scenario] or alternatively log in the LMS and refer to Module 7- section 7.3.4 [Scenario] for marking the assessment.

policies and procedures	Write three [3] key features of the policies that staff must adhere to maintain health and wellbeing at a workplace
Workplace Harassment Prevention Policy and Procedure	1. Employees must not harass others, such as abusing a person loudly, leaving offensive messages, sabotaging a co-worker's work and giving unjustified criticisms.
	2. Employees must not maliciously exclude or isolate other co-workers.
	3. Employees must report cases of workplace harassment to the Centre Manager or General Manager of Human Resources.
Personal Protective Equipment Policy and Procedures	1. Staff at the cafe must wear the correct footwear to reduce the risk of injuries from equipment and slips, trips and falls.
	2. Staff must ensure ear protection by monitoring noise and music levels in the cafe. They must ensure that the music level does not require people to raise their voices when speaking. Staff must wear earplugs if necessary.
	3. Employees must wear spectacles or goggles if there is a risk of chemical or metal splashes, dust, projectiles, gas and vapour or radiation.

Other answers for Personal Protective Equipment Policy and procedures

1. Staff must wear proper PPE for head and neck protection such as hairnets, helmets and hard hats as in line with the work requirements.
2. Staff must Don face masks as a safeguard for protection against virus. The face masks should be properly fitted and replaced every few hours.
3. The staff must ensure they always follow a strict hand and arm protection regime. They must wear proper work gloves while handling food preparations, cleaning and disposing off items in the garbage bins.

### Question 6

Student name: <<Insert student name here>>  
 Student number: <<Insert student number here>>

According to the Model *Work Health and Safety Act 2011* a 'person conducting a business or undertaking' (a PCBU), has legal obligations under work health and safety laws to manage and address safety issues and workplace related stress at all times. Click on this link [Managing work related stress | SafeWork NSW](#) and write five (5) organisation/primary needs they must comply with to manage workplace stress. (Maximum 50 words)

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

**Assessor note: student must identify the five (5) requirements above as identified and stated in the link [Managing work related stress | SafeWork NSW](#)**

### Question 7

Review the information in this link [Model WHS laws | Safe Work Australia](#) and identify five (5) legislative responsibilities under the main object of the *Model WHS Act* that ensures health and environmental safety of all workers is maintained at all times in a workplace. (maximum 70 words total)

1.	protecting workers and other persons from harm by requiring duty holders to eliminate or minimise risk
2.	providing for fair and effective representation, consultation and cooperation
3.	encouraging unions and employer organisations to take a constructive role in promoting improvements in WHS practices
4.	promoting the provision of advice, information, education and training for WHS
5.	securing compliance with the Act through effective and appropriate compliance and enforcement measures

Other answers:

- ensuring appropriate scrutiny and review of actions taken by persons with powers or functions under the Act
- providing a framework for continuous improvement
- maintaining and strengthening national harmonisation of WHS laws and facilitating a consistent national approach to WHS.

### Assessment checklist:

Student name: <<Insert student name here>>  
 Student number: <<Insert student number here>>

Before submitting, students must have completed all seven [7] questions within this assessment. This includes:

1	7 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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