



BSBPEF401

MARKING GUIDE

Manage personal health and wellbeing

Assessment 2 of 3

Project



Assessment Instructions

Task overview

This assessment task is divided into two [2] parts:

- Part A: Factors and impacts on personal health and wellbeing
- Part B: Tools and techniques to support personal health and wellbeing

Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Bounce Fitness Bounce Fitness Work Health and Safety (WHS) Policy
- Bounce Fitness Employee Assistance Program (EAP) Policy and Procedures
- Bounce Fitness Breaks Policy and Procedures (office breaks and conservation techniques)

You will also be required to self-source specific resources for research purposes.

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.

Part A: Factors that impact physical and mental health

Read the scenarios and complete the tasks that follow.

Task 1: Identify factors that impact physical and mental health in the workplace

SCENARIO

You are the Assistant Manager at Bounce Fitness' Cairns Centre (see structure chart below) responsible for running a growing centre with three [3] full-time Fitness Instructors.



You previously reported through to the Manager for the Centre, Paul Thomas, however he has recently resigned due to personal reasons, leaving you to manage it all.

You have worked at the centre for just over 7 years. You started out as a Fitness Instructor for the first 2 years after which you were promoted to Assistant Manager where you have helped Paul to manage the operational aspects of the Centre for the last 5 years. In this role you do not run classes or programs at the centre and spend the majority of your time working at your computer.

The Centre normally operates with at least 5 full-time Fitness Instructors, however Jim Hunt is on annual leave and won't be back for a month and David Dawson is on workers compensation after tripping over while running a cardio class.

It is the start of the year and you are managing the usual influx of "New Years Resolution" new members, requiring Centre orientations and extra classes to be added to the schedule.

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With the pressure of being short staffed, as well as the increase in members and demand, everyone has been asked to help pick up the slack by taking on more shifts. This has left the remaining staff on edge with at least one saying that if things do not change soon, he will leave too.

For you, this increase in shifts and extra work include taking on Paul's Centre Manager responsibilities as well as helping run classes that you have not attended, let alone had to run in 5 years. And you are very aware you cannot afford to lose any more of the Fitness Instructors, so the threats to leave also need to be addressed.

Based on the scenario above, identify two (2) factors that may impact your physical health and two (2) factors that may impact on your mental health in the role of Assistant Manager at Bounce Fitness. Capture two (2) potential impact on your health for each factor.

WORK ENVIRONMENT		Factor	Potential impacts [Two (2) per factor]	
Physical Health	1.		1.	
			2.	
	2.		1.	
			2.	
Mental Health	1.		1.	
			2.	
	2.		1.	
			2.	

Assessor instructions: Students must identify two (2) factors at Bounce Fitness that may impact on their physical and mental health and then provide two (2) impacts for each factor.

A sample answer is provided below.

WORK ENVIRONMENT		Factor	Potential impacts [Two (2) per factor]	
Physical Health	1.	Extra shifts	NOTE: Students only need 2 impacts for each factor.	
			<ul style="list-style-type: none"> • Fatigue • Risk of accident/injury • Risk of hypertension, heart attack or stroke • Increased risk of illness 	
	2.	Running classes	<ul style="list-style-type: none"> • Not fit enough to run classes • Risk of injury/strain to self • Risk of hypertension, heart attack or stroke • Increased risk of illness 	
Mental Health	1.	Overworked/ performing three roles	<ul style="list-style-type: none"> • Burn out • Stress/anxiety • Poor sleep • Poor diet • Poor concentration • Poor judgement • Distraction during complex tasks/ Mistakes 	
	2.	People threatening to leave	<ul style="list-style-type: none"> • Negative/toxic work environment • Stress/anxiety • Increased self-doubt/uncertainty • Relationships pressures • Lose members if not enough classes/services etc. 	

Task 2: Identify factors that impact physical and mental health in personal life

SCENARIO

You are the Assistant Manager at Bounce Fitness Cairns Centre responsible for running a growing centre with three (3) full-time Fitness Instructors.

You are under significant pressure at work, but you are under even more pressure in your personal life.

You and Sam have been married for 10 years now, and happily married at that. Recently however you found out that Sam's Mum is quite ill, is no longer able to work unassisted and requires the support of a full-time carer. This is an expense no one in the family can manage, so Sam has approached you about letting your mother in law move in with you.

You have a small 2 bedroom apartment, so this will have a significant impact on your space and privacy in your cosy little home. You will also need to give up much of your creature comforts as you will physically need to empty the second bedroom out and fit it out with the required medical equipment and furniture.

While Sam will be the primary carer for your mother in law, you are also likely to find yourself needing to help out when Sam is at work. This is likely to include feeding, changing and helping Sam's mother to walk you will also have to help around the house more with the increased cooking, washing and general cleaning another person adds to the load.

You love Sam and Sam's Mum so you cannot possibly say no, but you are feeling quite stressed with all the change and pressure of late.

Based on the scenario above, identify two (2) factors that may impact your physical health and two (2) factors that may impact on your mental health in your personal life. Capture two (2) potential impact on your health for each factor.

PERSONAL LIFE		Factor	Potential impacts [Two (2) per factor]	
Physical Health	1.		1.	
			2.	
	2.		1.	
			2.	
Mental Health	1.		1.	
			2.	
	2.		1.	
			2.	

Assessor instructions: Students must identify two (2) factors that may impact on their physical and mental health in their personal life and then provide two (2) impacts for each factor.

A sample answer is provided below.

PERSONAL LIFE		Factor	Potential impacts [Two (2) per factor]	
Physical Health	1.	Lifting/supporting mother in law	NOTE: Students only need 2 impacts for each factor. <ul style="list-style-type: none"> • Risk of sprain/strain injury • Risk of soft tissue injury • Risk of slip/trip/falls • Musculoskeletal disorders 	
	2.	Moving furniture and medical equipment	<ul style="list-style-type: none"> • Risk of sprain/strain injury • Risk of slip/trip/falls 	

			<ul style="list-style-type: none"> • Risk of cuts/grazes/bruises • Risk from dust or allergens
Mental Health	1.	Provide care for dependent	<ul style="list-style-type: none"> • Stress/ anxiety (worry) • Reduced social opportunities • Lack of assistance • Financial strain
	2.	Loss of privacy/ personal space	<ul style="list-style-type: none"> • Stress/ anxiety • Frustration • Strain on personal relationship • Loss of identity/boundaries/control

Part B: Research tools and techniques to support personal health and wellbeing

Continuing on from the scenario above, read the scenario below and complete the tasks that follow.

SCENARIO

With so much going on in your life, you have decided to do some research into physical health and wellbeing for your own personal life and work environment.

In order to get a sound understanding of health and wellbeing, you have decided to review and consider the following in your research:

- Legislation
- Organisational policies and procedures
- Techniques
- Tools and resources

Task 1: Research legislative and organisational policies and procedures relating to health and wellbeing

a. Identify the relevant state specific Work Health and Safety legislation for the Cairns Bounce Fitness Centre.

Assessor instructions: Students must identify the answer as captured below.

Review each of the following links/documents and answer the relevant questions that follow:

- [Safe Work Australia – Law and regulation](#)
 - Bounce Fitness [Work Health and Safety \(WHS\) Policy](#)
 - Bounce Fitness [Employee Assistance Program \(EAP\) Policy and Procedures](#)
 - Bounce Fitness [Breaks Policy and Procedures \(office breaks and conservation techniques\)](#)
- b. [Safe Work Australia – Law and regulation/Legislation](#): What are the three (3) model WHS laws that Safe Work Australia are responsible for developing and evaluating?

1.	
2.	
3.	

Assessor instructions: Students must provide the following answer:

Commented [VR1]: Link to WHS Policy

Commented [VR2]: Link to EAP P&P

Commented [VR3]: Link to Breaks P&P

1.	Model WHS Act
2.	Model WHS Regulations
3.	Model Codes of Practice

- c. [Safe Work Australia – Law and regulation/Duties](#): What are the three (3) main duties of workers and other persons in the workplace in accordance with WHS laws?
[Approximate word count: 25 words each]

1.	
2.	
3.	

Assessor instructions: Students must identify the three (3) key duties of all workers and other people at the workplace.

A sample answer is provided below.

1.	Take reasonable care for their own health and safety, and that of others who may be affected by their acts or omissions
2.	Comply so far as they are reasonably able with any reasonable instruction that is given by the PCBU to comply with the model WHS Act
3.	Cooperate with any reasonable policy or procedure of the PCBU relating to the health or safety at the workplace that has been notified to workers.

- d. [Safe Work Australia – Law and regulation/Duties](#): What is the main duty of a person conducting a business or undertaking (PCBU) in the workplace in accordance with WHS laws?
[Approximate word count: 30 words]

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Assessor instructions: Students must outline the key duty of all workplaces which is to keep people in the workplace safe.

A sample answer is provided below.

Ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work.

- e. Bounce Fitness WHS Policy: What are the two (2) key accountabilities of the Centre Manager as set out in the Bounce Fitness WHS Policy?
[Approximate word count: 20 words each]

1.	
2.	

Assessor instructions: Students must identify the two (2) key accountabilities of Centre Managers .

Sample answers are provided below.

1.	<ul style="list-style-type: none"> Ensure that WHS programs are complied with by all parties.
2.	<ul style="list-style-type: none"> Ensure employees are supervised and trained to meet their requirements under this program. Ensure that employees are consulted in issue with affect their health and safety.

- Ensure any concerns are escalated to management.

f. Bounce Fitness Employee Assistance Program (EAP) Policy and Procedures: What is the main purpose of the Bounce Fitness EAP?
 [Approximate word count: 30 words]

Assessor instructions: Students must identify the purpose of the Bounce Fitness EAP.

A sample answer is provided below.

To establish an EAP to help employees [and their families] in need of professional assistance so that they are able to perform their work duties safely and efficiently.

g. Bounce Fitness Breaks Policy and Procedures (office breaks and conservation techniques): When performing keyboard duties, how long should operators spend sitting at the keyboard before taking a break? What activity should they do during this break?
 [Approximate word count: 30 words]

i. How long?	
ii. Break activity?	

Assessor instructions: Students must identify the length of time they can do keyboard duties and the type of activity they should do when taking a break.

A sample answer is provided below.

iii. How long?	50 minutes
iv. Break activity?	Postural/stretching break

Task 2: Research techniques for managing personal health and wellbeing

In the learning, locate and review each of the following resources and answer the relevant questions that follow:

- Physical health:
 - Health Direct - Tips for getting active
 - Physical Wellness Checklist
- Mental wellbeing:
 - Health Direct - Good mental health
 - Beyond Blue - Mental Health

Assessor instructions: Links to resources below for your reference only, however required content is covered in sample answers below.

- Physical health:
 - [Health Direct - Tips for getting active](#)
 - [Physical Wellness Checklist - see assessor resources for this module](#)
- Mental wellbeing:
 - [Health Direct - Good mental health](#)
 - [Beyond Blue - Mental Health](#)



a. Physical health:

Research and outline three (3) techniques to manage your own physical health.

(Approximate word count: 10 words each)

Physical Health	
1.	
2.	
3.	

Assessor instructions: Students must identify three (3) techniques to manage their own physical health.

These may include any of the following:

1. Build up slowly – don't go too hard too fast
2. Schedule time to exercise in your calendar
3. Choose activities you enjoy doing – make it fun
4. Build activity into your everyday life such as walking
5. Involve others such as your family and/or friends
6. Build healthy habits over time and reinforce them
7. Set realistic goals and track progress against them

b. Mental wellbeing:

Research and outline three (3) techniques to manage your own mental wellbeing.

(Approximate word count: 10 words each)

Mental Wellbeing	
1.	
2.	
3.	

Assessor instructions: Students must identify three (3) techniques to manage their own mental wellbeing.

These may include any of the following:

1. Build relationships – join a club or team and participate
2. Exercise and stay healthy
3. Focus on gratitude – what are you thankful for?
4. Identify your strengths and use them to help others
5. Give to others – donate or contribute by volunteering
6. Take regular breaks and holiday leave
7. Set realistic deadlines for tasks at home and work
8. Schedule technology free time
9. Limit overtime/over work and incorporate flexible work arrangements
10. Just say "no" sometimes

Task 3: Assess available resources for personal health and wellbeing strategy

Review each of the following Bounce Fitness resources and identify how they support a personal health and wellbeing strategy.

(Approximate word count: 15-30 words per policy and procedure)

RESOURCE	HOW IT SUPPORTS A PERSONAL HEALTH AND WELLBEING STRATEGY
a. Bounce Fitness Work Health and Safety (WHS) Policy	
b. Bounce Fitness Employee Assistance Program (EAP) Policy and Procedures	
c. Bounce Fitness Breaks Policy and Procedures (Office breaks and conservation techniques)	

Assessor instructions: Students must identify how each of the policies and procedures support a personal health and wellbeing strategy.

A sample answer is provided below.

RESOURCE	HOW IT SUPPORTS A PERSONAL HEALTH AND WELLBEING STRATEGY
Bounce Fitness Work Health and Safety (WHS) Policy	The WHS Policy identifies the organisations legislated commitment to supporting each employees personal health and wellbeing.
Bounce Fitness Employee Assistance Program (EAP) Policy and Procedures	The EAP program supports employee mental health by offering counselling services to those needing them.
Bounce Fitness Breaks Policy and Procedures (Office breaks and conservation techniques)	The office breaks and conservation techniques policy and procedures set out a break structure that is created to help employees physically by promoting movement and limiting time spent on sedentary tasks.

Assessment checklist:

Students must have completed all tasks within this assessment before submitting. This includes:

Part A: Factors and impacts on personal health and wellbeing		
1	Factors that impact personal health and wellbeing – work environment	<input type="checkbox"/>
2	Factors that impact personal health and wellbeing – private life	<input type="checkbox"/>
Part B: Tools and techniques to support personal health and wellbeing		
1	Research legislation and organisational policies and procedures	<input type="checkbox"/>
2	Research techniques	<input type="checkbox"/>
3	Assess available resources	<input type="checkbox"/>

✓ Congratulations you have reached the end of Assessment 2!

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