## 252026 Workplace Project

#### Apply a systems approach to decision making (EEK 1, 2 & 3 CCFO 1- )

**Learner needs to provide the following:**

All the required evidence as per the Practical Activity instructions with supporting workplace evidence

Should a Practical Observation be used as part of the assessment process, then the facilitator and/or supervisor needs to have observed the learner performing the required tasks and then complete and sign off the practical observation checklist.

**Assessor**: Complete the Assessment Record and the Final Assessment Recording documents in the Assessor Assessment Feedback Document to record your findings

**The learner would have completed the Practical Activity in his/her workplace, providing evidence required from his/her workplace, as indicated in the following checklist:**

### Project 1

**Describe a specific issue / problem in your work environment**

|  |  |  |
| --- | --- | --- |
| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| 1. Describe a specific issue / problem in your work environment that can be solved by applying a systems approach to problem-solving and decision-making. Provide as much detail as possible. You will be working with this issue / problem throughout this activity. |  |  |

### Project 2

**Apply critical and analytical skills to analyse an issue or problem**

|  |  |  |
| --- | --- | --- |
| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| 1. Apply critical and analytical skills to analyse and define an issue/problem affecting the functioning of a unit |  |  |
| 1. Apply critical and analytical skills to determine factors impacting on the issue/problem and other areas in a unit and the entity affected by the issue/problem |  |  |

### Project 3

**Engage with stakeholders**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Communicate the purpose of the consultation to stakeholders with reference to the aspects of the issue/problem and solutions to be discussed |  |  |
| 1. Explain the critical and analytical processes for analysing the issue/problem and generating ideas on addressing the issue/problem with examples |  |  |
| 1. Obtain the participation of stakeholders in analysing the unit's internal and external environment to identify factors relevant to the issue/problem |  |  |
| 1. Obtain the participation of team members in developing solutions to the issue/problem that would contribute towards the functioning of the unit and the broader system within which it operates |  |  |
| 1. Recognise and respect the different ideas, values and perspectives of team members and stakeholders in view of the value they add to the solution developed |  |  |

### Project 4

**Select feasible solutions through a systems approach**

|  |  |  |
| --- | --- | --- |
| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| 1. Analyse the inputs from stakeholders to identify feasible solutions to the issue/problem that would improve the functioning of the unit and the broader system within which it operates |  |  |
| 1. Prioritise the identified solutions in terms of their potential outcomes on the various processes/sections in the unit, the wider entity and external stakeholders |  |  |
| 1. Select a solution(s) that is most appropriate within a systems context taking into consideration interrelated issues that impact on the solution and areas that will be impacted upon by the implementation of the solution |  |  |

### Project 5

**Formulate and communicate the decision**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Formulate the decision on addressing the issue/problem with reference to the impact of the decision on the unit and the broader system within which it operates |  |  |
| 1. Describe the actions required to implement the decision in the unit with reference to activities, role players, resources and time lines |  |  |
| 1. Describe the change processes that are required to support the implementation of the decision with reference to their impact on the success of the implementation of the decision |  |  |
| 1. Communicate the decision to relevant team members in the unit and other stakeholders who will be involved in its implementation in a user-friendly format |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor Signature** |  | **Date** |  |
| **Moderator Signature** |  | **Date** |  |

## Observation Checklist

| **Did the Learner:** | | **Comment** | | | **Yes** | **No** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Apply critical and analytical skills to analyse an issue or problem? | |  | | |  |  |
| 1. Engage with stakeholders in analysing the issue/problem and developing solutions? | |  | | |  |  |
| 1. Select feasible solutions through a systems approach? | |  | | |  |  |
| 1. Formulate and communicate the decision? | |  | | |  |  |
| 1. Identify and solve problems using critical and creative thinking processes in order resolve issues, problems and challenges in a unit? | |  | | |  |  |
| 1. Work effectively with others as a member of a team, group, organisation or community to ensure participation by team members in developing solutions to an issue/problem in a unit? | |  | | |  |  |
| 1. Organise and manage oneself and one’s activities responsibly in order to proactively address issues, problems and challenges in a unit? | |  | | |  |  |
| 1. Collect, analyse, organise and critically evaluate information in order to have all relevant information available for addressing issues, problems and challenges in the unit? | |  | | |  |  |
| 1. Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written communication in involving team members in critical and analytical thinking processes? | |  | | |  |  |
| 1. Use science and technology effectively and critically, showing responsibility to the environment and health of others when developing solutions to issues/problems? | |  | | |  |  |
| 1. Demonstrate an understanding of the world as a set of interrelated systems by recognising that problem solving contexts and challenges do not exist in isolation and that a variety of factors need to be taken into account in a systems approach to decision making? | |  | | |  |  |
| 1. Participate as responsible citizens in the life of local, national and global communities in applying critical thinking practices within the unit and being culturally and aesthetically sensitive across a range of contexts in applying critical thinking practices within a unit? | |  | | |  |  |
| **Supervisor Name:** |  | | | | | |
| **Supervisor Signature:** |  | | | | | |
| **Supervisor Designation:** |  | | | | | |
| **Supervisor Contact Details:** |  | | | | | |
| **Learner Signature:** |  | | | | | |
| **Assessor Signature** |  | | **Date** |  | | |
| **Moderator Signature** |  | | **Date** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Logbook 252026 | | | | | |
| **Date** | **Assignment No** | | **Start** | **Finish** | **Total Hours** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Date | Learner signature | Date | Mentor/supervisor signature | | |
|  |  |  |  | | |