

Moodle File Submission Guidelines


Submission upload limit	Total submission cannot exceed 500MB
File Formats Accepted	Document Files: ppt, pptx, xls,xlsx, doc, docx, csv, zip, pdf, txt, open office Audio & Video Files: mp3, wav, wma, mp4, avi, mov, QuickTime, FLV, WMV, MPEG Photo formats: JPEG, JPG, PNG
Maximum File uploads	12 Files per task submission
Submission Naming	Please keep appendix number in your submission titles
Group Submissions	All files to be uploaded for each team member. In your submission, include the name of each team member on the top of each document or within file title.
Video Files	We recommend Video files be compressed to below 250MB before uploading

Assessment Submissions QuickGuide

BSBLED401 - Develop Teams and Individuals ►

BSBLDR501 - Develop and use emotional intelligence

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. It applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams. To access the full unit of competency, please follow [this link](#).



Your progress ?

eLearning Activities

These are your learning activities for this unit. Please view and complete these eLearning activities before your scheduled classroom session.

- Develop and Use emotional intelligence - Part 1
- Develop and use emotional intelligence - Part 2

Emotional Intelligence Test below before your classroom session for this unit.

Assessment Tasks

These tasks form part of your Assessment of this unit. We recommend that these Assessment Tasks be commenced after your classroom session has been completed. Some Assessment Tasks are to be completed in your workplace under the supervision of your Workplace Supervisor, or started within the Classroom. In these instances, reference to this will be outlined in the Assessment Task.

- Assessment Tasks - BSBLDR501

Resources

These resources provide further information on the course subject. Please note: you do not have to complete the student workbook as the content is within your eLearning Activities.

- BSBLDR501 - Student Workbook
Learning Resource, activities and templates.

Jump to...

BSBLED401 - Develop Teams and Individuals ►

Select the assignment you wish to submit from the unit homepage.



NB: Before submitting your assignment, please review the submission guidelines added at the beginning of this document.

SCROLL DOWN FOR NEXT STEP...

Assessment Submissions QuickGuide

Assessment Tasks - BSBLDR501

If you do not understand the requirements of the Assessment Tasks or you are unable to complete it in your workplace, please contact your Trainer/Assessor.

Instructions: Please review and complete all Assessment Tasks and then upload your submissions for marking by your Trainer/Assessor.







Any variations to this task must be approved in writing by your assessor.

Variations can be requested if you are working within a team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;

OR

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

ASSESSMENT TASKS

-  BSBLDR501 - Appendix 1 (A).docx
-  BSBLDR501 - Appendix 2 (A).docx
-  BSBLDR501 - Appendix 3 (A).docx
-  BSBLDR501 - Appendix 4 (A).docx
-  BSBLDR501 - Appendix 5 (A).docx
-  BSBLDR501 - Assessment Task (A).pdf

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-

Select to add your submission.



Add submission

Make changes to your submission

SCROLL DOWN FOR
NEXT STEP...

Assessment Submissions QuickGuide

1

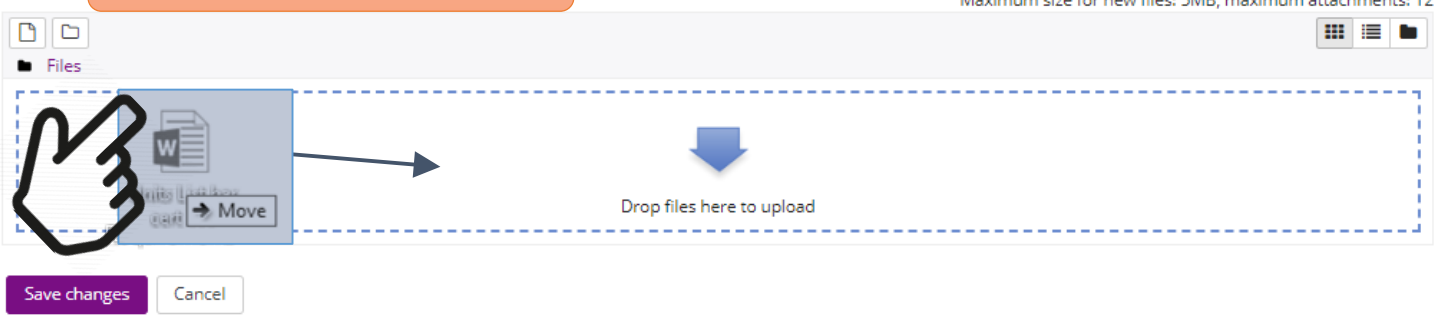
our assessor.

team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;

our current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

Drag and drop your assessment file/s to upload your submission.
OR
Select Files – see page 6 page

Maximum size for new files: 5MB, maximum attachments: 12



Save changes Cancel

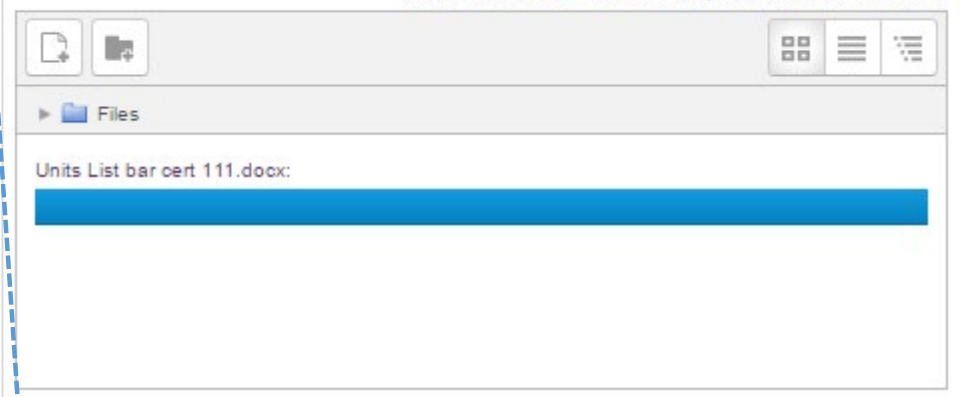
Jump to...

BSBLDR501 - Student Workbook ▶

2

Wait for all files to upload

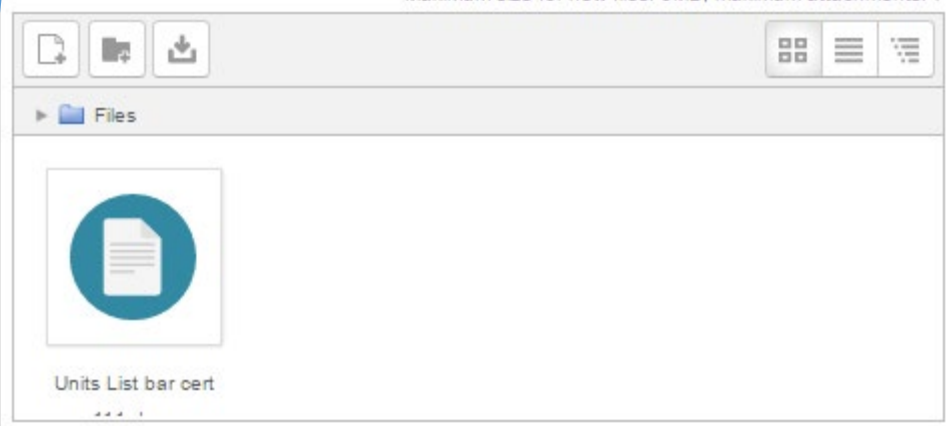
Maximum size for new files: 5MB, maximum attachments: 7



3

Once all file icons are displayed, the upload has finished.

Maximum size for new files: 5MB, maximum attachments: 7



Save Changes




Save changes Cancel

SCROLL DOWN FOR NEXT STEP...


Assessment Submissions QuickGuide

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

ASSESSMENT TASK

-  BSBWOR502 - Task 1.pdf
-  T1 - Appendix.docx

Submission status

Attempt number	This is attempt 1 (10 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 10 June 2016, 2:43 PM
File submissions	 Units List bar cert 111.docx

Edit submission

If you have forgotten to upload a file, or want to edit a file, you can do so before submitting here.

Your assignment has not yet been submitted!
Proceed to 'submit assignment'



Make changes to your submission

Submit assignment

SCROLL DOWN FOR
NEXT STEP...

Submit assignment

Agree to the disclaimer statement

I declare that I am the enrolled student of this account and that I have completed all the required learning and assessment activities myself and that my responses are based on my own work. I understand that all Assessment Tasks MUST only be completed by myself and be of my own creation. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

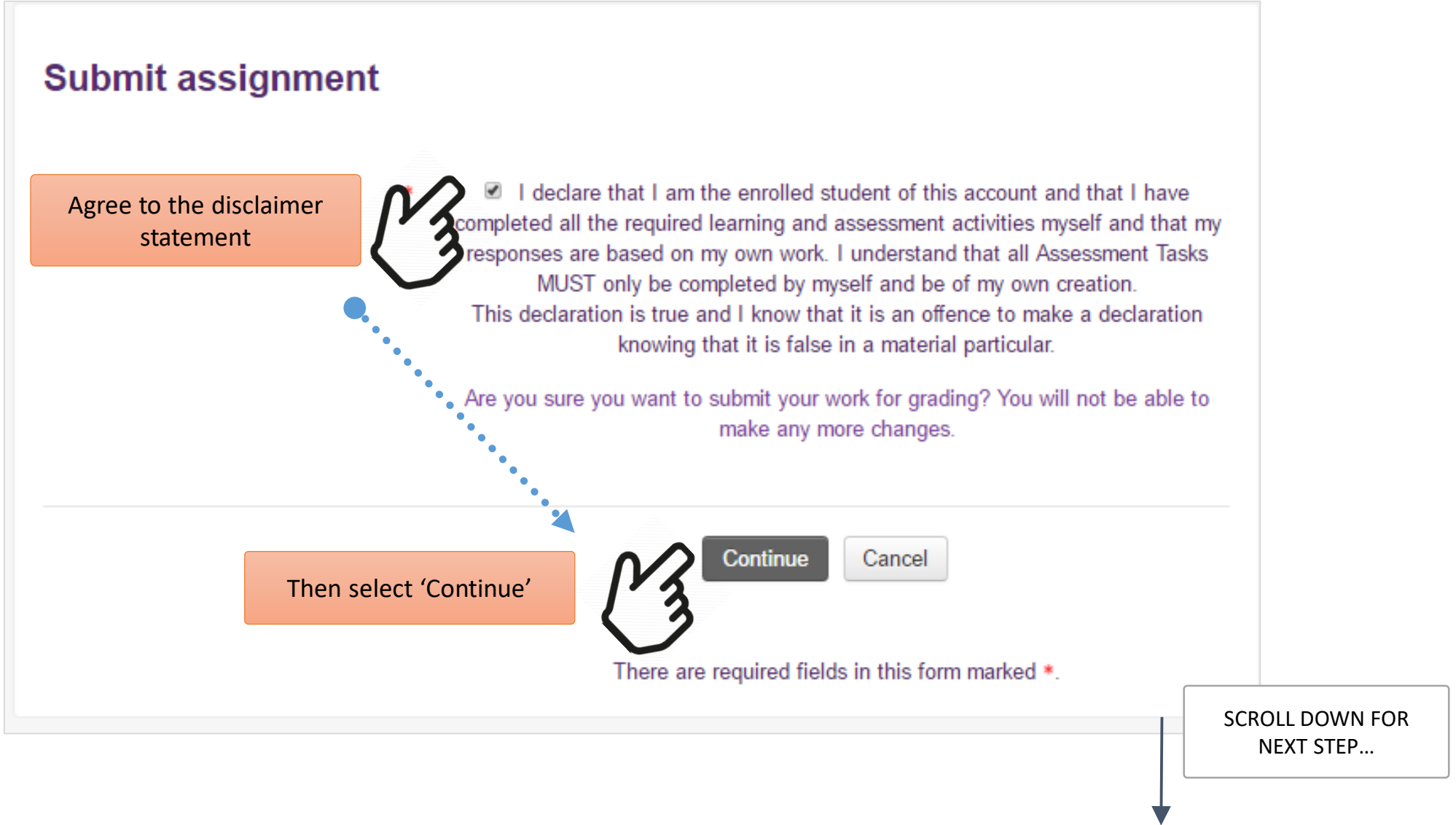
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Then select 'Continue'

Continue Cancel

There are required fields in this form *.

SCROLL DOWN FOR NEXT STEP...



Assessment Submissions QuickGuide

This page shows a successfully submitted assignment. Your trainer will be immediately notified of your submission for grading.

Variations can be requested if you are working within a team and wish to request the submission of your task be a group submission. In these instances, your assessor may provide you with group work reporting requirements;


OR

If you are unable to perform the required task within your current workplace and wish to request an alternate task. In these instances, your assessor may provide you with a case study or scenario option as an alternative.

ASSESSMENT TASK

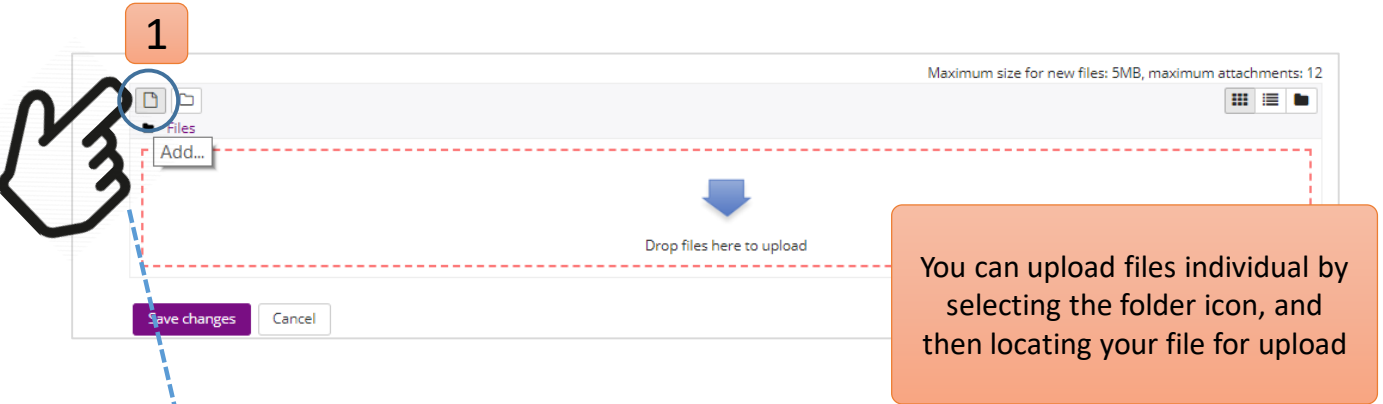
-  BSBWOR502 - Task 1.pdf
-  T1 - Appendix.docx

Submission status

Attempt number	This is attempt 1 (10 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 10 June 2016, 2:44 PM
File submissions	 BSBWOR502_Williams_Tania_Task1

Assessment Submissions QuickGuide

1



Maximum size for new files: 5MB, maximum attachments: 12

Add...

Drop files here to upload

Save changes Cancel

You can upload files individual by selecting the folder icon, and then locating your file for upload

2

File picker

Upload a file

Private files

Attachment

Choose File No file chosen

3

Author

FutureInstitute Support

Choose license

All rights reserved

Upload this file

Open

Organize New folder

Name Date modified

[Content_Types]

publication **4**

File name: publication

All Files

Open Cancel

5

Author

FutureInstitute Support

Choose license

All rights reserved

6

Upload this file

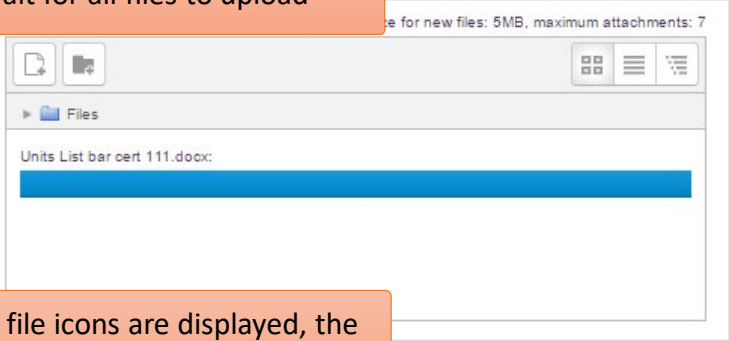
REPEAT STEPS 1 – 6
FOR ALL DOCUMENTS YOU WISH TO UPLOAD

SCROLL DOWN FOR
NEXT STEP...

Assessment Submissions QuickGuide

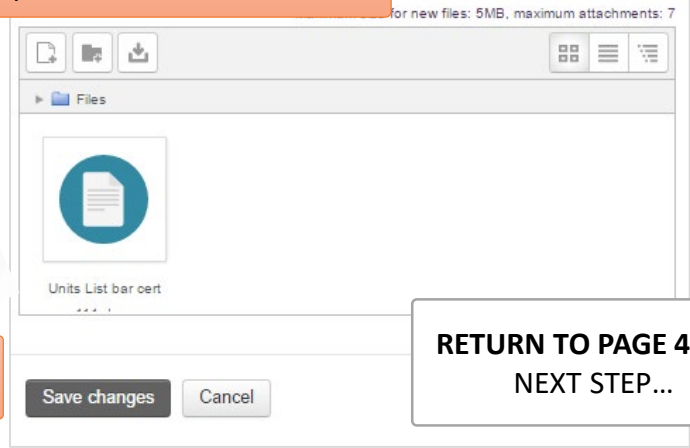
7

Wait for all files to upload



8

Once all file icons are displayed, the upload has finished.



Save Changes

RETURN TO PAGE 4 FOR
NEXT STEP...