

Assessor Competency-Carry out assessments in line with organisational requirements

DAY TWO: TASK THREE

Standardisation, Review & Improvement

Notes for delegates

- Part One:
 - Review the material provided overleaf:
 - The Unit Outline for Presentation Skills
 - The task given to the candidate
 - The Observation checklist
 - Guidance on oral questioning
 - Seek clarification prior to the 'assessment' taking place

- Part Two:
 - Observe the presentation
 - Ask questions, as appropriate
 - Make an independent decision on the performance of the candidate, using the checklist provided
 - Record your decision and make a note of any points on which you'd like to seek clarification

- Part Three:
 - Participate in a whole group discussion of the outcomes of the 'assessment'
 - Become aware of the importance of a professional discussion of what constitutes 'competence' prior to assessments becoming 'live'

Unit of competence (without status)

Unit Title (Task)	
Description	This unit covers the knowledge, understanding and skills required to deliver an effective, interesting & time-bound presentation to others
Scope	This unit/task covers the following: Knowledge & Understanding (K&U) Ordering & Linking information How to adapt vocabulary and visual aids to audience requirements Awareness of the importance of body language when presenting Skills Clarity of diction Effective use of body language Appropriate pace of delivery Effective listening Awareness of audience in delivery & in responding to questions Use of humour, as appropriate Time keeping
Performance Criteria(PC)	
Performance Criteria	
	<ol style="list-style-type: none"> 1 Order & link information appropriately 2 Speak in a manner to aid understanding 3 Use vocabulary appropriate to the audience 4 Use positive body language: posture, eye contact, facial expression, gestures 5 Listen actively to others & respond accordingly 6 Show awareness of others' body language 7 Demonstrate effective time-keeping 8 Show maturity in use of humour

Task for Candidate

You are required to give a short presentation (without using PPT) entitled, 'Who am I'. This should last for no more than 3 minutes and allow for 2 further minutes of questions from the audience.

You should pay attention to the following requirements:

- Ordering your information
- Clarity of diction
- Careful use of visual aids (if any)
- Effective use of body language
- Engaging your audience's interest

Observation Checklist

Performance Criteria	Demonstrated	Not demonstrated	Comment
Ordered & Linked information			
Spoke clearly & understood			
Vocabulary appropriate to topic and audience			
Positive body language used			
Listened with understanding			
Showed awareness of audience engagement			
Completed task within time			
Made good use of humour			

Guidance to Assessors on use of oral questioning

You should use questions to confirm your assessment of the candidate's competence in all areas, but in particular:

- Listening actively to others & showing this through appropriate responses
- Ability to order & link information when speaking spontaneously
- Using vocabulary appropriate to the audience