

Assessor Competency- Carry out assessments in line with organisational requirements

DAY TWO: TASK TWO

Notes for delegates

➤ Part One:

- Build on the formative assessment developed on Day One of the training.
- Develop this into a summative assessment using the tools of **observation and oral questioning**, based on the standards in the Unit Outline for Presentation Skills, provided overleaf.
- Discuss and note down what would be required to ensure that:
 - The assessment would be in line with the Principles of Assessment
 - An assessment decision made by the three/four of you would be broadly the same
 - The assessment results would remain safe & secure at all times while in your possession

➤ Part Two:

- Discuss each of the following within your group and make a note of issues/questions/comments that arise:
 - The **guidance/support** you require from the Assessment Body
 - The preparation you should **take prior to arriving** at the Assessment venue
 - The preparation you should take
 - **On arrival** at the Assessment venue
 - **Prior to** the Assessment taking place
 - **How** you should **carry out** the assessment
 - How you should **record your findings**
 - The actions you should take to **complete the assessment session**
 - What you should do **prior to leaving** the Assessment venue
 - What would be the **final action** required by you in your role as Assessor

Part Three:

- Finally, in your role as Assessors, discuss the issues arising from this task.
- Make a note - on the flip chart paper provided - of those issues you wish to feedback to the whole group
- Stick the flip chart paper/s from the entire exercise on the window/wall

Unit of competence (without status)

Unit Title (Task)	Presentation skills
Description	This unit covers the knowledge, understanding and skills required to deliver an effective, interesting & time-bound presentation to others
Scope	<p>This unit/task covers the following:</p> <p>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</p> <p>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</p>
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