

BSBCMM411 Make Presentations

**Student Assessment Booklet**

|  |  |
| --- | --- |
| **Student Number** |  |
| **Student Full Name** |  |
| **Course Code** |  |
| **Course Title** |  |
| **Trainer** | [Ask the trainer.] |
| **Unit Delivery Code** | [Ask the trainer.] |
| **Date Due** | dd/mm/yyyy [Ask the trainer.] |
| **Deadline** | dd/mm/yyyy [Ask the trainer. No submission after.] |

© OSS Education 2022| Pierre Van Osselaer 20220801 | oss@oss.com.au

|  |
| --- |
|  **Contents** |

[Assessment Overview 2](#_Toc86390971)

[Performance Evidence 2](#_Toc86390972)

[Knowledge Evidence 2](#_Toc86390973)

[Assessment Agreement 3](#_Toc86390974)

[Assessment Compliance 3](#_Toc86390975)

[Assessment Guidelines 5](#_Toc86390976)

[Assessment Task 1 – Cover Sheet 6](#_Toc86390977)

[Assessment Task 1 – Assessor Feedback 7](#_Toc86390978)

[Assessment Task 1 – Written Questions 8](#_Toc86390979)

[Assessment Task 1 – Check 11](#_Toc86390980)

[Assessment Task 2 – Cover Sheet 12](#_Toc86390981)

[Assessment Task 2 – Assessor Feedback 13](#_Toc86390982)

[Assessment Task 2 – Presentation One 14](#_Toc86390983)

[Assessment Task 2 – Part A – Presentation Plan 15](#_Toc86390984)

[Assessment Task 2 – Part B – Presentation PowerPoint Slides 16](#_Toc86390985)

[Assessment Task 2 – Part C – Presentation Delivery 17](#_Toc86390986)

[Assessment Task 2 – Part D – Presentation Evaluation 18](#_Toc86390987)

[Assessment Task 2 – Check 19](#_Toc86390988)

[Assessment Task 3 – Cover Sheet 20](#_Toc86390989)

[Assessment Task 3 – Assessor Feedback 21](#_Toc86390990)

[Assessment Task 3 – Presentation Two 22](#_Toc86390991)

[Assessment Task 3 – Part A – Presentation Plan 23](#_Toc86390992)

[Assessment Task 3 – Part B – Presentation PowerPoint Slides 24](#_Toc86390993)

[Assessment Task 3 – Part C – Presentation Delivery 25](#_Toc86390994)

[Assessment Task 3 – Part D – Presentation Evaluation 26](#_Toc86390995)

[Assessment Task 3 – Check 27](#_Toc86390996)

[Assessment Task 4 – Cover Sheet 28](#_Toc86390997)

[Assessment Task 4 – Assessor Feedback 29](#_Toc86390998)

[Assessment Task 4 – Reflections 30](#_Toc86390999)

[Assessment Task 4 – Check 31](#_Toc86391000)

|  |
| --- |
| **Assessment Overview**  |

This Student Assessment Booklet includes all your tasks for assessment of the unit.

About This Assessment

This unit requires you to complete four assessment tasks. You must complete all tasks to achieve competency for this unit.

| Assessment Task | About This Task |
| --- | --- |
| Assessment Task 1: Written Questions | You must correctly answer all questions in this task to show you understand knowledge required of the unit. |
| Assessment Task 2: Presentation One | You must plan, prepare, and deliver a presentation. |
| Assessment Task 3: Presentation Two | You must plan, prepare, and deliver another presentation. |
| Assessment Task 4: Reflections | You must complete a short reflection for each session. |

The above tasks are designed to conform to the training.gov.au guidelines as below.

# **Performance Evidence**

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

* prepare and deliver at least two different presentations.

In the course of the above, the candidate must:

* use aids and materials to support the presentation
* select and implement methods to review the effectiveness of presentation and document suggested improvements.

# **Knowledge Evidence**

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

* information collection methods that support review and feedback of presentations
* organisational and legislative obligations and requirements relevant to presentations
* structure of presentations according to intended outcomes
* principles of effective communication including:
* persuasive communication techniques
* verbal and non-verbal communication
* presentation methods
* different aids, materials and techniques that can be used for presentations.

|  |
| --- |
| **Assessment Agreement** |

You must read and sign the Student Assessment Agreement (agreement) at the start of the unit. In the first week of the unit, you must submit to your Primary Trainer (trainer) your completed and signed version. The template is available below, and also on the Learning Management System (LMS).

 

You must record, on the agreement, the assessment due date and the deadline for submission as supplied by your trainer or by Student Services. If unsure, check with your trainer.

You can use the agreement to request special consideration.

You should sign and submit the agreement before starting to work on the assessment tasks.

Your trainer must sight the agreement, make any decisions regarding special consideration, confirm the agreement and file it on your student record.

|  |
| --- |
| **Assessment Compliance** |

You must submit this Student Assessment Booklet fully completed and you must respect the format that it is in, as per the original MS Word version you downloaded from the LMS.

Make sure to clearly identify the file that you submit. Rename the original file as: [course code]\_[unit code]\_ [student number]\_[last name and initial of first name]\_[Assess]\_[date of submission in reverse].

Example, if your student number is AAA000ZZ9, your name is Camille Blogg [first and last name], the course is BSB40820, and you submit this Booklet on the 01 August 2022, you must name the file:

BSB40820\_BSBCMM411\_AAA000ZZ9\_BloggC\_Assess\_20220801

Make sure to submit your final version no later than the deadline. If you need to resubmit, the resubmission must be no later than the deadline. We recommend that you upload your first submission by the due date, not the deadline. You may need the additional weeks to adjust your work and resubmit. Submissions after the deadline may be rejected and you may be graded as Not Yet Competent for the unit, which means that would need to do the unit again.

The submission must be your own work and you must reference material you quote or paraphrase.

You must upload your submission as a single MS Word document onto the Assessment – Submit page of the unit on the LMS. Emailed submission cannot be accepted. The format must be in a recent version of MS Word.

Unless documented special circumstances come into consideration, the submission may only be graded if all the compliance criteria are met. If not, the submission may be rejected, In that case, it does not count as one of the three attempts you are entitled to, but time would be of the essence.

|  |  |  |
| --- | --- | --- |
| **Assessor to Confirm** | **Y** | **N** |
| Is this Student Assessment Booklet submission fully completed? |[ ] [ ]
| Is this Student Assessment Booklet submitted in the proper format? |[ ] [ ]
| Is this Student Assessment Booklet submitted at the latest by the deadline? |[ ] [ ]
| Does the submission pass the author check? |[ ] [ ]
| Was the submission uploaded onto the LMS? |[ ] [ ]

|  |  |  |
| --- | --- | --- |
| **Assessor Decision** | **Y** | **N** |
| On the basis of above, can this submission be graded as it is? |[ ] [ ]
| Can this assessment be resubmitted? |[ ] [ ]

|  |
| --- |
| **Assessor Comments** |
|  |

|  |  |
| --- | --- |
| 1. **Assessor Name**
 |  |
| 1. **Assessor Signature**
 |  | Date |  |

If this submission cannot be graded and if you can resubmit you must revise your work to correct the non-compliant components and resubmit at the latest by the deadline.

If in doubt about any of the above, contact your trainer or assessor.

|  |
| --- |
| **Assessment Guidelines**  |

VET Assessment Guidelines

* All assessments and tasks involved are carried out in line with what we refer to as the VET Assessment Guidelines document, available on request.
* Any reasonable adjustment, be it in line with the VET Assessment Guidelines or not, will be recorded in your Student Assessment Record for the unit.

General Instructions

* This is an open book assessment. You can use your learning materials as reference.
* You must complete the Assessment Booklet in a MS Word.
* If you wish to include one or more appendices, you must make sure to include your name, the submission date, the code for the unit, the task number, and where relevant the part or the question to which the appendix pertains. Any appendix must be inserted as an object at the end of the task to which it belongs.
* Documents inserted as objects can be of any relevant format, but you must check with the trainer or assessor to ensure that the format will be accessible for grading.
* You must submit the complete Assessment Booklet in doc or docx format. PDF format submissions cannot be graded or commented. Neither can hard copy submissions.
* You should make sure to keep a copy of your work before submission.
* The last accepted and graded version of your final submission will be recorded on your student file.
* If in doubt, ask your trainer or assessor for assistance. Any need for pastoral care support will be referred to the Head of Studies to decide on any action that should be taken to assist you.

Assessment Task Cover Sheet

* At the beginning of each task, you need to complete and sign the Assessment Task Cover Sheet. You must do this for each task.
* The assessor must, in the Assessment Feedback section of each task, provide feedback about how well you went in the task.

Assessment Appeals

* You can appeal an assessment decision by putting it in writing and sending it to us. Refer to your Student Handbook for more information about the appeals process.
* Trainers must inform you of your right to appeal and how to lodge an appeal in case the situation arises for your wishing an appeal.

|  |
| --- |
| **Assessment Task 1 – Cover Sheet** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Nr** | 1 | **Header**  | Written Questions |
| **Task** | Answer all the questions. |
| **Student to complete** | **Assessor to complete**  |
| **Submission 1** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 2** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 3** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |

**Student declaration - Insert your name and signature.**

I [Insert your name here.] declare that this task is my own work. By this I state that:

* This work has not been completed by any other person but me.
* I have not plagiarised works.
* I have not colluded with any other student or cheated in completing this task.
* I have correctly referenced all relevant sources.
* I understand that, if found to be in breach of policy, disciplinary action may be taken against me.

|  |  |
| --- | --- |
| **Student Signature** |  |

**Make sure to keep a copy of your work.**

==========================================================================

**For Office Use – Submission Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission 1** | dd/mm/yyyy | **Officer** |  |
| **Submission 2** | dd/mm/yyyy | **Officer** |  |
| **Submission 3** | dd/mm/yyyy | **Officer**  |  |

|  |
| --- |
| **Assessment Task 1 – Assessor Feedback** |

The assessor must return this feedback with assessment results.

A copy must be kept on the student record with relevant evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence** | **Relevance** | **S** | **NYS** | **Comments** |
| **Validity** | Matches the benchmark. |[ ] [ ]   |
| **Sufficiency** | Completed with enough detail.  |[ ] [ ]   |
| **Currency** | Performed within timeline. |[ ] [ ]   |
| **Authenticity** | It is the student’s own work. |[ ] [ ]   |

|  |
| --- |
| **Feedback** |
|  |
| **Assessor Name** |  |
| **Assessor Signature** |  |
| **Date Signed** | dd/mm/yyyy |

|  |
| --- |
| **Assessment Task 1 – Written Questions** |

Task summary

You must correctly answer all questions below.

What do I need to complete this assessment?

* Access to textbooks and other learning materials.
* Access to a computer, the Internet, and a web browser.
* Access to a recent version of Microsoft Office, including MS Word.

When do I do this task?

1. This task may be done in your own time as homework, or you may be given time to do this task in class. Your trainer will advise.

What do I need to submit?

Your answers to all the questions.

What do I need to do if my submission is graded as NYS – Not Yet Satisfactory?

If any of your answers are incorrect, the assessor will talk to you about resubmission. You may need to do one of the following:

* Answer in writing the questions that were incorrect.
* Answer verbally the questions that were incorrect.

Instructions to students

* This is an open book test. You can use your learning materials as reference.
* You need to answer all the questions in this task.
* Complete the tasks by using the present document in the MS Word format. Answer each question by writing in the space under the **Answer** label that follows the question.
* If you wish to include one or more appendices, make sure to include your name, the submission date, the code for the unit, the task number, and the question to which the appendix pertains. Any appendix must be inserted as object into the present Assessment Booklet unless otherwise agreed with the assessor.
* Submit your task as part of this Assessment Booklet in doc or docx format. Do not submit in PDF format. Do not submit as hard copy.

Written question guidance.

1. The following written questions may use a range of instructional words. These words may guide you as to how you should answer the question. Some questions will also tell you how many answers you need to give – for example, ‘Describe three strategies…’.
2. Define – You must state the meaning, nature, and scope of an item. Generally, you are expected to write a response of three sentences in length.
3. Describe – You must state the most noticeable qualities or features. Generally, you are expected to write a response of two or three sentences in length.
4. Discuss – You must point out important issues or features and express some form of critical judgment. Generally, you are expected to write a response of one or two paragraphs in length.
5. Explain – You must make clear how or why something happened or why it is the way it is. Generally, you are expected to write a response or two paragraphs in length.
6. Identify – You must state what it is and may need to state what its essential components are. Generally, you are expected to write a response of two or three sentences in length.
7. List – You must briefly state information in a list format, often with a specific number of items indicated. Generally, you are expected to use dot points.
8. Outline – You must focus on the main points, defining the scope of an item. Generally, you are expected to write a response of one or two paragraphs in length.

|  |  |
| --- | --- |
| Task 1 Assessment Items | Assessed |
| Student to complete the non-shaded boxes | S | NYS |
| 1. **Question 01:** Describe three verbal communication techniques.
 |[ ] [ ]
| Answer 01.01: … |
| Answer 01.02: … |
| Answer 01.03: … |
| **Question 02:** Describe three non-verbal communication techniques. |[ ] [ ]
| Answer 02.01: … |
| Answer 02.02: … |
| Answer 02.03: … |
| 1. **Question 03:** List the eight key steps to effective communication as per unit material.
 |[ ] [ ]
| Answer 03: … |
| 1. **Question 04:** List the five methods of persuasion covered in this unit and describe two examples of each of these methods.
 |[ ] [ ]
| Answer 04: … |
| 1. **Question 05:** Describe four types of presentations and give an example for each.
 |[ ] [ ]
| Answer 05: … |
| 1. **Question 06:** Discuss the approach to the structure of presentations recommended in this unit.
 |[ ] [ ]
| Answer 06: … |
| 1. **Question 07:** List and shortly describe information collection methods that can be used to elicit feedback on a presentation.
 |[ ] [ ]
| Answer 07: … |
| 1. **Question 08:** List and describe presentation aids.
 |[ ] [ ]
| Answer 08: … |
| 1. **Question 09:** List organisational and legal considerations that may impose limits on a presentation.
 |[ ] [ ]
| Answer 09: … |
| 1. **Question 10:** Research the term ‘Fair Dealing’ and summarise what students can do under the Copyright Act 1968.
 |[ ] [ ]
| Answer 10: … |

|  |
| --- |
| **Assessment Task 1 – Check** |

|  |  |  |  |
| --- | --- | --- | --- |
| Task 1 Assessment Items | Submitted | Inserted Object | Assessed |
|  | Y |  | S | NYS |
| 1. Answers to all questions.
 |  [ ]  | Nil |[ ] [ ]
| 1. Appendices, if any:
2. …
 |  [ ]  |  |[ ] [ ]
| Student Comments |
|  |

|  |
| --- |
| **Assessment Task 2 – Cover Sheet** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Nr** | 2 | **Header**  | Presentation One |
| **Task** | Prepare and deliver presentation one. |
| **Student to complete** | **Assessor to complete**  |
| **Submission 1** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 2** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 3** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |

**Student declaration - Insert your name and signature.**

I [Insert your name here.] declare that this task is my own work. By this I state that:

* This work has not been completed by any other person but me.
* I have not plagiarised works.
* I have not colluded with any other student or cheated in completing this task.
* I have correctly referenced all relevant sources.
* I understand that, if found to be in breach of policy, disciplinary action may be taken against me.

|  |  |
| --- | --- |
| **Student Signature** |  |

**Make sure to keep a copy of your work.**

==========================================================================

**For Office Use – Submission Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission 1** | dd/mm/yyyy | **Officer** |  |
| **Submission 2** | dd/mm/yyyy | **Officer** |  |
| **Submission 3** | dd/mm/yyyy | **Officer**  |  |

|  |
| --- |
| **Assessment Task 2 – Assessor Feedback** |

The assessor must return this feedback with assessment results.

A copy must be kept on the student record with relevant evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence** | **Relevance** | **S** | **NYS** | **Comments** |
| **Validity** | Matches the benchmark. |[ ] [ ]   |
| **Sufficiency** | Completed with enough detail.  |[ ] [ ]   |
| **Currency** | Performed within timeline. |[ ] [ ]   |
| **Authenticity** | It is the student’s own work. |[ ] [ ]   |

|  |
| --- |
| **Feedback** |
|  |
| **Assessor Name** |  |
| **Assessor Signature** |  |
| **Date Signed** | dd/mm/yyyy |

|  |
| --- |
| **Assessment Task 2 – Presentation One** |

Task summary

1. There are four parts to this task:
* In Part A, you will plan your presentation.
* In Part B, you will prepare your presentation.
* In Part C, you will deliver your presentation and request feedback.
* In Part D, you will evaluate your presentation.

What do I need to complete this assessment?

* Access to textbooks and other learning materials.
* Access to a computer, the Internet, and a web browser.
* Access to a recent version of Microsoft Office, including MS Word.
* Presentation Plan Template.
* Presentation PowerPoint Template.
* Presentation Survey Template.
* Presentation Self-evaluation Template.
* Classroom with a video screen or a Zoom link.
* Three guests to be present for the feedback survey.

When do I do this task?

1. The research and development components of this task may be done in your own time, or you may be given time to do this in class. The presentation will be performed in a classroom or through online communication. Your assessor will advise.

What do I need to submit?

* Presentation Plan for Part A.
* Draft Presentation Survey Form for part A.
* Presentation PowerPoint Slides for Part B.
* Assessor Notes for Part C.
* Feedback Surveys and Analysis for Part D.
* Self-evaluation for Part D.

What do I need to do if my submission is graded as NYS – Not Yet Satisfactory?

If your assessor sees that you did not complete all parts of the task completely and satisfactorily, the details of resubmission will be discussed with you.

Instructions to students

Complete all parts of the assessment task as outlined below.

|  |
| --- |
| **Assessment Task 2 – Part A – Presentation Plan** |

**Plan your presentations using the Presentation Plan Template.**

* You must properly complete all fields of the Presentation Plan Template.
* The topic may be related to your occupation or one of your areas of interest.
* Research the history and current status of the subject matter of your topic and collect relevant information and documents that you can use for the PowerPoint slides for your presentation.
* Make sure to record the necessary information to reference your sources.
* Plan for a PowerPoint presentation of about 10 minutes.
* Plan to include aids, such as pictures, as per the template.
* You can include other such aids as graphs, tables, audio files, audio-visual files, and the like. However, use only what is relevant to your subject matter.
* Your presentation should be engaging and informative. Plan for aids and techniques that can make your presentation interesting.

Presentation Plan Template:

 

Your presentation plan for the first presentation must be presented to your trainer at the latest after your covering Session 3. This is critical for your progress in this unit.

**Prepare a draft feedback survey form using the Presentation Survey Template.**

* You must properly complete all relevant fields of the Presentation Survey Template.
* Draft three survey questions to insert on lines 1.H, 1.I, and 1.J.
* Do not rate the points as this will be done by guests attending your presentation.

Presentation Survey Template:

 

**Submission.**

The completed Presentation Plan and the completed Draft Presentation Survey Form must be inserted at the end of Task 2.

|  |
| --- |
| **Assessment Task 2 – Part B – Presentation PowerPoint Slides** |

**Develop your presentation PowerPoint slides.**

* You must use the Presentation PowerPoint Template provided in the LMS.
* Use the results of your research to compose the PowerPoint slides for your presentation.
* Make sure to record the references for your sources.
* Develop and test your presentation for a running time of about 10 minutes.
* Include aids, such as pictures, as per the template.
* Include other such aids as graphs, tables, audio files, audio-visual files, and the like. However, use only what is relevant to your subject matter and make sure not to have too many slides for the allocated 10 minutes.
* Your presentation should be engaging and informative.

**Submission.**

The completed Presentation PowerPoint Slides set must be inserted at the end of Task 2.

|  |
| --- |
| **Assessment Task 2 – Part C – Presentation Delivery** |

**Coordinate with the trainer or assessor to deliver your presentation.**

* You must coordinate with the trainer or assessor to organise:
* Any necessary assistance to complete the PowerPoint slides for your presentation.
* Any necessary assistance to prepare for the presentation proper.
* Presentation location or online link.
* Presentation date and time.

**Presentation survey.**

* You must finalise your Presentation Survey form and make enough copies for at least three members of the audience to complete. You will need to analyse these for Part D.

**Assessor presentation notes.**

* The assessor must provide you with Presentation Notes that you will need to insert in this Booklet as part of your submission. You may need to use this to assist with your completing the Presentation Self-Evaluation.

**Presentation recording.**

* It may be possible to request recording of your presentation for your own files.

**Submission.**

The Notes provided by your trainer or assessor must be inserted at the end of Task 2.

|  |
| --- |
| **Assessment Task 2 – Part D – Presentation Evaluation** |

**Feedback surveys and analysis.**

* You must analyse the feedback surveys collected at the conclusion of your presentation.
* Make sure to analyse both the quantitative sections and the qualitative ones.
* For the quantitative ones, perform a simple statistical analysis highlighting the satisfaction rating per question and a total satisfaction rating as appropriate.
* For the qualitative ones, perform a short analysis of the comments, aiming to extract the most popular aspects of your presentation.

**Presentation self-evaluation.**

* Using the feedback from the survey, the assessor’s presentation notes, and your own recollection and notes of the presentation, complete the Presentation Self-evaluation template:

 

**Submission.**

The completed Feedback Surveys and Analysis and the completed Self-evaluation must be inserted at the end of Task 2.

|  |
| --- |
| **Assessment Task 2 – Check** |

|  |  |  |  |
| --- | --- | --- | --- |
| Task 2 Assessment Items | Submitted | Inserted Object | Assessed |
|  | Y |  | S | NYS |
| 1. Presentation Plan for Part A.
 |  [ ]  |  |[ ] [ ]
| 1. Draft Presentation Survey Form for part A.
 |  [ ]  |  |[ ] [ ]
| 1. Presentation PowerPoint Slides for Part B.
 |  [ ]  |  |[ ] [ ]
| 1. Assessor Notes for Part C.
 |  [ ]  |  |[ ] [ ]
| 1. Feedback Surveys and Analysis for Part D.
 |  [ ]  |  |[ ] [ ]
| 1. Self-evaluation for Part D.
 |  [ ]  |  |[ ] [ ]
| Student Comments |
|  |

|  |
| --- |
| **Assessment Task 3 – Cover Sheet** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Nr** | 3 | **Header**  | Presentation Two |
| **Task** | Prepare and deliver presentation two. |
| **Student to complete** | **Assessor to complete**  |
| **Submission 1** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 2** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 3** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |

**Student declaration - Insert your name and signature.**

I [Insert your name here.] declare that this task is my own work. By this I state that:

* This work has not been completed by any other person but me.
* I have not plagiarised works.
* I have not colluded with any other student or cheated in completing this task.
* I have correctly referenced all relevant sources.
* I understand that, if found to be in breach of policy, disciplinary action may be taken against me.

|  |  |
| --- | --- |
| **Student Signature** |  |

**Make sure to keep a copy of your work.**

==========================================================================

**For Office Use – Submission Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission 1** | dd/mm/yyyy | **Officer** |  |
| **Submission 2** | dd/mm/yyyy | **Officer** |  |
| **Submission 3** | dd/mm/yyyy | **Officer**  |  |

|  |
| --- |
| **Assessment Task 3 – Assessor Feedback** |

The assessor must return this feedback with assessment results.

A copy must be kept on the student record with relevant evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence** | **Relevance** | **S** | **NYS** | **Comments** |
| **Validity** | Matches the benchmark. |[ ] [ ]   |
| **Sufficiency** | Completed with enough detail.  |[ ] [ ]   |
| **Currency** | Performed within timeline. |[ ] [ ]   |
| **Authenticity** | It is the student’s own work. |[ ] [ ]   |

|  |
| --- |
| **Feedback** |
|  |
| **Assessor Name** |  |
| **Assessor Signature** |  |
| **Date Signed** | dd/mm/yyyy |

|  |
| --- |
| **Assessment Task 3 – Presentation Two** |

Task summary

1. There are four parts to this task:
* In Part A, you will plan your presentation.
* In Part B, you will prepare your presentation.
* In Part C, you will deliver your presentation and request feedback.
* In Part D, you will evaluate your presentation.

What do I need to complete this assessment?

* Access to textbooks and other learning materials.
* Access to a computer, the Internet, and a web browser.
* Access to a recent version of Microsoft Office, including MS Word.
* Presentation Plan Template.
* Presentation PowerPoint Template.
* Presentation Survey Template.
* Presentation Self-evaluation Template.
* Classroom with a video screen or a Zoom link.
* Three guests to be present for the feedback survey.

When do I do this task?

1. The research and development components of this task may be done in your own time, or you may be given time to do this in class. The presentation will be performed in a classroom or through online communication. Your assessor will advise.

What do I need to submit?

* Presentation Plan for Part A.
* Draft Presentation Survey Form for part A.
* Presentation PowerPoint Slides for Part B.
* Assessor Notes for Part C.
* Feedback Surveys and Analysis for Part D.
* Self-evaluation for Part D.

What do I need to do if my submission is graded as NYS – Not Yet Satisfactory?

If your assessor sees that you did not complete all parts of the task completely and satisfactorily, the details of resubmission will be discussed with you.

Instructions to students

Complete all parts of the assessment task as outlined below.

|  |
| --- |
| **Assessment Task 3 – Part A – Presentation Plan** |

**Plan your presentations using the Presentation Plan Template.**

* You must properly complete all fields of the Presentation Plan Template.
* The general topic will be the same as the one for your first presentation.
* However, you will now research potential developments for the subject and collect relevant information and documents that you can use for the PowerPoint slides for your presentation.
* Make sure to record the necessary information to reference your sources.
* Plan for a PowerPoint presentation of about 10 minutes.
* Plan to include aids, such as pictures, as per the template.
* You can include other such aids as graphs, tables, audio files, audio-visual files, and the like. However, use only what is relevant to your subject matter.
* Your presentation should be engaging and informative. Plan for aids and techniques that can make your presentation interesting.

Presentation Plan Template:

 

**Prepare a draft feedback survey form using the Presentation Survey Template.**

* You must properly complete all relevant fields of the Presentation Survey Template.
* Draft three survey questions to insert on lines 1.H, 1.I, and 1.J.
* Do not rate the points as this will be done by guests attending your presentation.

Presentation Survey Template:

 

**Submission.**

The completed Presentation Plan and the completed Draft Presentation Survey Form must be inserted at the end of Task 3.

|  |
| --- |
| **Assessment Task 3 – Part B – Presentation PowerPoint Slides** |

**Develop your presentation PowerPoint slides.**

* You must use the Presentation PowerPoint Template provided in the LMS. You can edit the presentation you prepared for Part 2, as you would have used that template.
* Use the results of your research to compose the PowerPoint slides for your presentation.
* Make sure to record the references for your sources.
* Develop and test your presentation for a running time of about 10 minutes.
* Include aids, such as pictures, as per the template.
* Include other such aids as graphs, tables, audio files, audio-visual files, and the like. However, use only what is relevant to your subject matter and make sure not to have too many slides for the allocated 10 minutes.
* Your presentation should be engaging and informative.

**Submission.**

The completed Presentation PowerPoint Slides set must be inserted at the end of Task 3.

|  |
| --- |
| **Assessment Task 3 – Part C – Presentation Delivery** |

**Coordinate with the trainer or assessor to deliver your presentation.**

* You must coordinate with the trainer or assessor to organise:
* Any necessary assistance to complete the PowerPoint slides for your presentation.
* Any necessary assistance to prepare for the presentation proper.
* Presentation location or online link.
* Presentation date and time.

**Presentation survey.**

* You must finalise your Presentation Survey form and make enough copies for at least three members of the audience to complete. You will need to analyse these for Part D.

**Assessor presentation notes.**

* The assessor must provide you with Presentation Notes that you will need to insert in this Booklet as part of your submission. You may need to use this to assist with your completing the Presentation Self-Evaluation.

**Presentation recording.**

* It may be possible to request recording of your presentation for your own files.

**Submission.**

The Notes provided by your trainer or assessor must be inserted at the end of Task 3.

|  |
| --- |
| **Assessment Task 3 – Part D – Presentation Evaluation** |

**Feedback surveys and analysis.**

* You must analyse the feedback surveys collected at the conclusion of your presentation.
* Make sure to analyse both the quantitative sections and the qualitative ones.
* For the quantitative ones, perform a simple statistical analysis highlighting the satisfaction rating per question and a total satisfaction rating as appropriate.
* For the qualitative ones, perform a short analysis of the comments, aiming to extract the most popular aspects of your presentation.

**Presentation self-evaluation.**

* Using the feedback from the survey, the assessor’s presentation notes, and your own recollection and notes of the presentation, complete the Presentation Self-evaluation template:

 

**Submission.**

The completed Feedback Surveys and Analysis and the completed Self-evaluation must be inserted at the end of Task 3.

|  |
| --- |
| **Assessment Task 3 – Check** |

|  |  |  |  |
| --- | --- | --- | --- |
| Task 3 Assessment Items | Submitted | Inserted Object | Assessed |
|  | Y |  | S | NYS |
| 1. Presentation Plan for Part A.
 |  [ ]  |  |[ ] [ ]
| 1. Draft Presentation Survey Form for part A.
 |  [ ]  |  |[ ] [ ]
| 1. Presentation PowerPoint Slides for Part B.
 |  [ ]  |  |[ ] [ ]
| 1. Assessor Notes for Part C.
 |  [ ]  |  |[ ] [ ]
| 1. Feedback Surveys and Analysis for Part D.
 |  [ ]  |  |[ ] [ ]
| 1. Self-evaluation for Part D.
 |  [ ]  |  |[ ] [ ]
| Student Comments |
|  |

|  |
| --- |
| **Assessment Task 4 – Cover Sheet** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Nr** | 4 | **Header**  | Reflections |
| **Task** | Complete a short reflection for each session. |
| **Student to complete** | **Assessor to complete**  |
| **Submission 1** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 2** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |
| **Submission 3** | dd/mm/yyyy | **Satisfactory**  | [ ]  | **Not Yet Satisfactory** | [ ]  |

**Student declaration - Insert your name and signature.**

I [Insert your name here.] declare that this task is my own work. By this I state that:

* This work has not been completed by any other person but me.
* I have not plagiarised works.
* I have not colluded with any other student or cheated in completing this task.
* I have correctly referenced all relevant sources.
* I understand that, if found to be in breach of policy, disciplinary action may be taken against me.

|  |  |
| --- | --- |
| **Student Signature** |  |

**Make sure to keep a copy of your work.**

==========================================================================

**For Office Use – Submission Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission 1** | dd/mm/yyyy | **Officer** |  |
| **Submission 2** | dd/mm/yyyy | **Officer** |  |
| **Submission 3** | dd/mm/yyyy | **Officer**  |  |

|  |
| --- |
| **Assessment Task 4 – Assessor Feedback** |

The assessor must return this feedback with assessment results.

A copy must be kept on the student record with relevant evidence.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evidence** | **Relevance** | **S** | **NYS** | **Comments** |
| **Validity** | Matches the benchmark. |[ ] [ ]   |
| **Sufficiency** | Completed with enough detail.  |[ ] [ ]   |
| **Currency** | Performed within timeline. |[ ] [ ]   |
| **Authenticity** | It is the student’s own work. |[ ] [ ]   |

|  |
| --- |
| **Feedback** |
|  |
| **Assessor Name** |  |
| **Assessor Signature** |  |
| **Date Signed** | dd/mm/yyyy |

|  |
| --- |
| **Assessment Task 4 – Reflections** |

Task summary

* You must complete and submit a short reflection for each session of the unit.
* You must keep a copy of each of these reflections, as you may need to use them for a Research Report in another unit.

What do I need to complete this assessment?

* Access to textbooks and other learning materials.
* Access to a computer, the Internet, and a web browser.
* Access to a recent version of Microsoft Office, including MS Word.
* Session Reflection Template

When do I do this task?

1. The reflection should be complete at the end of each session or as soon as possible afterwards.

What do I need to submit?

Your completed Session Reflection Template for each session.

What do I need to do if my submission is graded as NYS – Not Yet Satisfactory?

If your assessor sees that you did not complete all parts of the task completely and satisfactorily, the details of resubmission will be discussed with you.

Instructions to students

* Using the Session Reflection Template below, record a short reflection on each of the sessions of the unit.

 

* Remember that you should aim to complete each one of these reflection at the end of each session or as soon as possible afterwards.

**Support.**

* If unsure about any aspect of what is required for Task 4, request support from your trainer.
* If in doubt about how to progress, contact Student Services.

**Submission.**

* A completed Session Reflection Template for each session of the unit must be inserted at the end of Task 4. So, for this unit you need to insert six reflections.
* Remember to keep a copy of each of these reflections, as you may need to use them for a Research Report in another unit.

|  |
| --- |
| **Assessment Task 4 – Check** |

|  |  |  |  |
| --- | --- | --- | --- |
| Task 4 Assessment Items | Submitted | Inserted Object | Assessed |
|  | Y |  | S | NYS |
| 1. Completed Session Reflection for Session 1.
 |  [ ]  |  |[ ] [ ]
| 1. Completed Session Reflection for Session 2.
 |  [ ]  |  |[ ] [ ]
| 1. Completed Session Reflection for Session 3.
 |  [ ]  |  |[ ] [ ]
| 1. Completed Session Reflection for Session 4.
 |  [ ]  |  |[ ] [ ]
| 1. Completed Session Reflection for Session 5.
 |  [ ]  |  |[ ] [ ]
| 1. Completed Session Reflection for Session 6.
 |  [ ]  |  |[ ] [ ]
| Student Comments |
|  |