

BSBCMM411

Make Presentations

Final Assessment — Assessor Only

Final Practical Test – Assessor Only Instructions

Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for the unit Make Presentations in the Business Services industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency BSBCMM411 Make Presentations.

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

Conducting the Practical Assessment

You will need a copy of this document for each learner to be assessed.

The purpose of this document is to review the assessments submitted by each learner to determine if they have successfully met the criteria outlined in the unit of competency to be considered competent.

All assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
 - Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
 - Acting in accordance with site and safety procedures, requirements, and regulations.
1. You must provide each learner with a copy of the final assessment document which outlines the assessment tasks to be completed.
 2. You need to brief learners on the assessment tasks and answer any questions that they may have.
 3. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
 4. Learners should be able to complete each assessment by the due date given. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.

Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the final assessment, they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Where a task benchmark is marked no (N) please make appropriate notes in the section provided.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of the Final Assessment (summative assessment) tasks.

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

BSBCMM411 Make Presentations Final Assessment

Learner Name:	
Assessor Name:	
Date of Assessment:	

Evaluation Copy Only

Assessment 1 - Prepare Presentation (Occasion 1)

Assessment Checklist:

The learner is required to prepare a presentation on a topic relevant to their industry.

As part of their preparation the learner needs to:

- ◆ Identify the target audience, location and resources required for their presentation.
- ◆ Select presentation strategies, format and delivery methods they will use during the presentation.
- ◆ Select techniques to evaluate their performance.

The learner is then required to write a report about the presentation preparations and identify the following information:

a) The approach and intended outcomes of the presentation including:		
Did the learner clearly identify the approach and intended outcomes of the presentation?	Y	N
i) Organisational and legislative requirements relevant to the presentation.		
Did the learner clearly identify organisational and legislative requirements relevant to the presentation?	Y	N
b) The target audience, location and required resources including:		
Did the learner clearly identify the target audience of their presentation?	Y	N
Did the learner clearly identify the location of their presentation?	Y	N
Did the learner clearly identify the required resources for their presentation?	Y	N
i) The aids and materials they will use to support the presentation and why these are appropriate.		
Did the learner clearly identify the aids and materials they will be using to support the presentation?	Y	N
Did the learner clearly explain why the selected aid and materials are appropriate for their presentation?	Y	N
c) Presentation strategies, format and delivery methods they will use including:		
Did the learner clearly identify the presentation strategy they will be using for their presentation?	Y	N
Did the learner clearly identify the format they will be using for their presentation?	Y	N
Did the learner clearly identify the delivery method for their presentation?	Y	N
i) Why the selected methods are the most appropriate.		
Did the learner clearly explain why the selected methods are the most appropriate for their presentation?	Y	N
d) The techniques they will utilise to evaluate the effectiveness of the presentation.		
Did the learner clearly identify the techniques they will utilise to evaluate the effectiveness of the presentation?	Y	N
i) Why the selected techniques are the most appropriate.		
Did the learner clearly explain why the selected techniques are the most appropriate?	Y	N

Notes and Observations:

Completion of Assessment

Not Satisfactory

Satisfactory

Assessment Summary

BSBCMM411 Make Presentations

Learner Name:		Assessor Name:	
RTO Name:		Assessor Contact Number:	
RTO Number:		Date of Assessment:	

Review Questions <i>(Formative Assessment)</i>	Completed	<input type="checkbox"/>
	Not Completed	<input type="checkbox"/>
Final Test <i>(Summative Assessment)</i>	Satisfactory	<input type="checkbox"/>
	Not Satisfactory	<input type="checkbox"/>
Outcome of Assessment	Competent*	<input type="checkbox"/>
	Not Yet Competent	<input type="checkbox"/>

*Achieved satisfactory completion for all theory and practical assessments.

Comments:
This section is used for adding any comments, feedback, or notes about the assessment, further action required for additional training and re-assessment.

Assessor Declaration:

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

Assessor Name
Assessor Signature
Date

Learner Declaration:

I declare that the information contained in this Assessment Summary is accurate and is a true reflection of the assessment I have undertaken. I have been given feedback on my performance and the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.

Learner Name
Learner Signature
Date