

## Learning Assessment Guide

### Unit Standard 10791 – Version 2

### Participate in informal meetings

### Level 2 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Identify guidelines for informal meetings
- Participate in informal meetings

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observation checklist that the approved observer or assessor will use to record your performance.
- Verification form to be completed by your manager or team leader.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

1. An informal meeting could include team meetings, social meetings, and feedback sessions.
2. Verbal communication for hearing impaired people will be demonstrated through a sign language interpreter voicing the message of the signer.

## Assessment Task One – Element 1

### Introduction

This assessment activity is designed to assess your ability to identify guidelines for informal meetings.

An informal meeting could include team meetings, social club meetings, and feedback sessions.

### Instructions

- You will need to identify two different types of meetings that you have participated in recently, such as team meetings and a social club meeting. These meetings will normally be workplace meetings, but do not have to be.
- Use your knowledge of these meetings to answer the Task One Questions on the following page.
- Once you have answered the Task One Questions show them to your Manager or Team Leader for workplace meetings and/or office bearer for meetings outside the workplace. This asks the verifier to confirm that your analysis is an accurate one. If both meetings were at the same organisation, only one form is required to be completed.

### The completed assessment for Task One will include:

- Completion of the Task One Questions
- Provision of a completed Verification Form (or forms).

## Task One Questions

(For use by learner)

Name of learner:	
Name of assessor:	

**1. List the procedures for two different meetings that you have participated in recently, or participate in routinely.**

For example: *The supervisor opened the meeting by commenting on the previous day's work, allocated jobs for the day and staff combinations; the transport co-ordinator allocated transport; supervisor asked about resource needs; then it was employees turn to talk about how the jobs were going and any concerns we had. An up-coming social event was mentioned toward the end of the briefing meeting.*

Meeting no. 1

Meeting no. 2

**2. What were the leadership roles represented in the two meetings discussed above (e.g. facilitator, minute or note taker)?**

Meeting no. 1

Meeting no. 2

**3. What were the decision making processes used in each of the two meetings?**

Meeting no. 1

Meeting no. 2

### Verification Form

\_\_\_\_\_ ( name of learner ) is currently being assessed toward Unit Standard 10791 Participate in informal meetings.

The learner will show you a questionnaire they have completed. You may use this form for both meetings or just one if only one applies to your organisation.

Your knowledge of the learner's participation in meetings in the workplace is sought to confirm that:

	Yes/No
The learner has correctly identified meeting procedures for the meeting(s) in his/her answers to the Task One Questions.	
The learner has correctly identified leadership roles for the meeting (s) in his/her answers to the Task One Questions.	
Decision making processes have been accurately described in answers to the Task One Questions.	

Comments:

This Verification Form applies to:

Meeting 1  Meeting Two

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Note: your signature on this verification form will be accepted as confirmation that the learner meets the above requirements unless you indicate otherwise.

Thank you for your assistance.

## Assessment Task Two – Element 2

### Introduction

Assessment task two is designed to assess your ability to participate in an informal meeting.

### Instructions

You must arrange with your assessor to be observed participating in an informal meeting. This can be in the workplace or in a social club or other organisation. An Observation Checklist will be completed by the observer. Please familiarise yourself with this as it outlines the criteria you must meet.

Your assessor will observe you or if they are not available the Observation Checklist may be completed by your Team Leader, Trainer, Supervisor – someone who is prepared to comment critically on your participation if necessary, rather than a peer.

Your assessor may wish to discuss the observation with you if further clarification or evidence is required.

### The completed assessment for task two will include:

- The completed Observation Checklist.

**Observation Checklist**  
(For use by assessor or approved observer)

<b>Name of learner:</b>	
<b>Name of observer/assessor:</b>	
<b>Date and Time observation took place.</b>	

Please indicate if the learner has met the criteria during the process of achieving the objectives. Use the space to add comment for feedback to the learner and for moderation purposes.

<b>Observed that the learner:</b>	<b>Observer comments</b>	<b>Yes / No</b>
Made a contribution regarding a matter in the programme, in keeping with the agreed meeting procedure.		
A response is made to a point of view expressed by another participant, in keeping with agreed meeting procedure.		
Explains own point of view in response to a point of view expressed by another participant. This is done in keeping with agreed meeting procedure.		
Verbal reports fit the content, the subject matter, and the intended audience.		
Verbal and non verbal communication fit the situation, occasion, subject matter, and audience.		
Agreed meeting procedures are complied with throughout the meeting.		

Additional Notes:

**Assessor / Observer:**

**Signature:**

**Date of observation:**

## Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 10791.

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgement</b>
<p><i>Task 1 / Element 1</i></p> <p>Learner must identify the guidelines of informal meetings.</p>	<p>Task One questions.</p> <p>Assessors notes if required.</p> <p>Verification Form(s) completed.</p>	<p>Descriptions of meeting procedure are given for two different meetings. The procedure must be in the agreed format.</p> <p>Descriptions of leadership roles are given for two different meetings.</p> <p>Descriptions of decision making processes are given for two meetings.</p>
<p><i>Task 2 / Element 2</i></p> <p>Learner must participate in an informal meeting.</p>	<p>Completed Observation Form.</p>	<p>Learner makes a contribution towards a matter in the agenda, following agreed meeting procedures.</p> <p>Learner makes an explanation of their own views and comments on someone else's views, in accordance with agreed meeting procedures.</p> <p>Learner makes verbal reports that fit the context, the subject matter, and the intended audience.</p> <p>The learner's verbal and non-verbal communication fit the situation, occasion, subject matter, and audience.</p> <p>The learner complies with agreed meeting procedures throughout the meeting.</p>