

Learning Assessment Guide

Unit Standard 25059 – Version 1

Deliver a State sector work related oral presentation to an audience

Level 6 – 4 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, in a State sector work context, are able to:

- plan a presentation.
- prepare a presentation.
- prepare delivery of a presentation.
- deliver a presentation.
- review a presentation.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- An Observation/Verification Form.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 1 Performance of elements of this unit standard will require consideration of the all-of-Government approach to public sector management, and the *Development Goals for the State Services*.
- 2 Performance of elements of this unit standard must comply with current legislation including: Official Information Act 1982; Public Finance Act 1989; State Sector Act 1988; establishment legislation of specific State sector organisations.
- 3 **Assessment information**
This unit standard must be assessed against in a State sector work related environment. Duration of presentation is expected to be between 30 to 45 minutes with at least an extra 10-15 minutes for audience questions and feedback.
An audience is considered to be more than five people.

Assessment Task One – Elements 1, 2 and 3

Introduction

Assessment task one is designed to assess your ability to plan, and prepare delivery of a State sector work related presentation.

Instructions

- In this task you must plan, prepare and prepare the delivery of a work related presentation. You must provide your assessor with a written plan and/or other relevant documentation that demonstrate your preparation.
- Please note, this is a level 6 unit standard and you are expected to prepare full and comprehensive plans.
- The plans you provide your assessor must included evidence of the following:

Your plan for a work related presentation

1. Plan identifies the objectives of the presentation, which enable the specified purpose of the presentation to be met.
2. Plan produced is suitable for the subject and audience, and meets the requirements of the presentation objectives and purpose.
3. Plan identifies audience requirements and includes provision for the audience to participate, ask questions and give feedback.
4. Plan establishes review criteria and identifies feedback methods.

Your preparation for a work related presentation

5. Information is researched and the content is selected to meet the presentation purpose and objectives and the identified needs of the audience.
6. The selected content is sequentially structured to facilitate the achievement of the presentation purpose and objectives.

The scope of this task includes but is not limited to – introduction, body, and conclusion.

7. Presentation is structured to provide variety, reinforce key points and to assist in the comprehension of the information by the audience within the allocated time.

8. The introduction outlines the purpose and objectives of the presentation and provides an overview of the content to be covered.
9. The body of the presentation delivers the content and the key messages in easily assimilated parts and in a logical and coherent sequence.
10. The conclusion summarises the key points of the presentation and reinforces the purpose.

Your preparation for the delivery of a work related presentation

11. Planned delivery methods match presentation objectives and content and meet audience requirements.
12. Preparation of the physical learning environment takes account of audience requirements and intended presentation delivery methods.

The scope of this task may include but is not limited to – assembling support materials, checking equipment, booking facilities, and venue lay-out.

13. Resources are selected and prepared to match the presentation content and to meet audience requirements.

The scope of this task may include but is not limited to – audio, video, printed material, overhead projection transparencies, slides, electronic projection presentation, charts, and whiteboard.

14. Any visual aids selected assist in the comprehension of the information by the audience.

When you have completed your planning please give your assessor copies of all relevant documentation.

The evidence required for assessment task one will include:

- Full and comprehensive written planning for a State sector work related presentation.
- Assessors notes where required.
- Your assessor may wish to discuss your work with you in order to gain sufficiency of evidence or clarification.

Assessment Task Two – Element 4

Introduction

Assessment task two is designed to assess your ability to deliver a State sector work related presentation.

Instructions

- This task is to be completed once you have completed task one.
- In this task you must deliver a presentation.
- You are required to complete the following tasks:
 1. Presentation is delivered to the audience in accordance with the presentation plan.
 2. Communication techniques and language used are appropriate for the content and the audience.
 3. Use of voice and non-verbal communication establishes rapport, maintains interest, and assists comprehension of the information by the audience.

The scope of communication tools may include but are not limited to:

- use of voice – volume, projection, pace, pitch, modulation, pause, tone, word choice;
 - non-verbal communication – posture, gesture, eye contact, facial expression, movement.
4. Placement of self in relation to audience avoids unnecessary barriers, for example – you are clearly visible and audible to audience, and you make eye contact with audience.
 5. Delivery of the presentation demonstrates smooth transition between key points and is delivered in the planned sequence within the specified time-frame.
 6. Any visual aids used complement the presentation, are clear, and are integrated into the presentation so that the flow is not interrupted, and aid comprehension of the information by the audience.
 7. Audience participation and interaction is encouraged in accordance with the presentation plan.
 8. Delivery of the presentation is modified if necessary to accommodate any contingencies in the presentation situation, resource availability, audience needs, and time constraints.

- You must organise for your assessor, or another appropriate person (confirm that person with your assessor), to observe you delivering your presentation. The observer must:
 - i) be given a copy of your planning (task 1) before they observe you deliver the presentation.
 - ii) complete the Observation/Verification Form.

The evidence required for assessment task one will include:

- The completed and signed Observation/Verification Form.
- Assessors notes where required.

Assessment Task Three – Element 5

Introduction

Assessment task three is designed to assess your ability to review a presentation.

Instructions

- This task is to be completed once you have completed task two.
- In this task you must review a presentation. You must provide your assessor with a report and/or other relevant documentation that demonstrates evidence of your review processes.
- The documentation you provide your assessor must include evidence of the following:
 1. Audience feedback on the presentation is sought and analysed. Feedback may include but is not limited to – organisation of presentation, delivery methods, content of presentation, location, interaction, opportunities for questions and discussion.
 2. Presentation is reviewed in terms of the presentation plan and any areas for improvement are identified.
 3. Audience feedback and self-review are used to make possible refinements for future presentation delivery.
- When you have reviewed your presentation please give your assessor copies of all relevant documentation.

The evidence required for assessment task one will include:

- A report and/or other relevant documentation that records the learner's review processes.
- Assessor's notes where required.
- Your assessor may wish to discuss your evidence and documentation with you in order to assess your competency.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 25059.

| Element | Task | Evidence required | Judgement |
|---|-----------------------------------|---|--|
| <p>Plan a State sector work related presentation.</p> <p>Prepare a State sector work related presentation.</p> <p>Prepare delivery of a State sector work related presentation.</p> | <p>Elements 1, 2 and 3/Task 1</p> | <p>Documentation relating to the planning of a State sector work related presentation</p> <p>Assessors notes where relevant</p> | <p>Plan</p> <p>Learner identifies the objectives of the presentation which enables the specified purpose of the presentation to be met.</p> <p>Learner produces a plan that is suitable for the subject and audience, and meets the requirements of the presentation objectives and purpose.</p> <p>Learner identifies audience requirements and includes provision for the audience to participate, ask questions and give feedback.</p> <p>Learner establishes review criteria and identifies feedback methods.</p> <p>Prepare</p> <p>Learner researches information and the content selected meet the presentations purpose and objectives, and the identified needs of the audience.</p> <p>Learner selects content that is sequentially structured to facilitate the achievement of the presentations purpose and objectives.</p> <p>Learner structures the presentation to provide variety, reinforce key points and to assist in the comprehension of the information by the audience</p> |

| Element | Task | Evidence required | Judgement |
|---|------------------|---|---|
| | | | <p>within the allocated time.</p> <p>Learner outlines the purpose and objectives of the presentation in the introduction, and provides an overview of the content to be covered.</p> <p>Learner delivers the key messages in the body of the presentation in easily assimilated parts and in a logical and coherent sequence.</p> <p>Learner summarises the key points of the presentation in the conclusion and reinforces the purpose.</p> <p>Prepare delivery Learner plans delivery methods that match presentation objectives and content, and meet audience requirements.</p> <p>Learner prepares the physical learning environment, and takes account of audience requirements and intended presentation delivery methods.</p> <p>Learner selects and prepares resources to match the presentation content and to meet audience requirements.</p> <p>Learner selects visual aids to assist in the comprehension of the information by the audience.</p> |
| Deliver a State sector work related presentation. | Element 4/Task 2 | Completed Observation/Verification checklist. | Learner delivers a presentation to the audience in accordance with the presentation plan. |

| Element | Task | Evidence required | Judgement |
|--|------------------|--|---|
| | | Assessor notes where relevant. | <p>Learner uses communication techniques and language appropriate for the content and the audience.</p> <p>Learner uses their voice and non-verbal communication to establish rapport, maintains interest, and assists comprehension of the information by the audience.</p> <p>Learner places self in relation to audience and avoids unnecessary barriers.</p> <p>Learner demonstrates smooth transition between key points, and delivers the presentation in the planned sequence within the specified time-frame.</p> <p>Learner uses clear and integrated visual aids to complement the presentation, aid comprehension of the information by the audience</p> <p>Learner encourages audience participation and interaction in accordance with the presentation plan.</p> <p>Learner modifies the delivery of the presentation, if necessary, to accommodate any contingencies in the presentation situation, resource availability, audience needs, and time constraints.</p> |
| Review a State sector work related presentation. | Element 5/Task 3 | A report and/or other relevant documentation relating to the review of | Learner seeks and analyses audience feedback. |

| Element | Task | Evidence required | Judgement |
|---------|------|--|--|
| | | <p>a State sector work related presentation.</p> <p>Assessor notes where relevant.</p> | <p>Learner reviews the presentation plan, and identifies areas for improvement.</p> <p>Learner uses audience feedback and self-review to make possible refinements for future presentation delivery.</p> |

Observation/Verification Form

| | |
|---------------------------------|---------------|
| Name of Learner: | |
| Name of Observer: | Phone: |
| Relationship to Learner: | |

_____ is currently being assessed toward Unit Standard
25059 – *Deliver a State sector work related oral presentation to an audience.*

Purpose of this form

Learners use this form to gain feedback to support their assessment for this unit standard. This form should be completed by an approved observer or assessor who has observed the learner in a situation where they had the opportunity to demonstrate their competence in the performance criteria for this unit standard.

NB: The learner must give you a copy of their presentation plan prior to delivering their actual presentation.

Situation (please give brief details of the situation in which you observed the learner's performance):

| |
|--|
| |
|--|

In the situation you describe above, do you believe the learner has met the requirements of each of the following performance criteria for this unit standard?

| Performance criteria | The learner has met the criteria |
|---|--|
| Learner delivers a presentation to the audience in accordance with the presentation plan. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner uses communication techniques and language appropriate for the content and the audience. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner uses their voice and non-verbal communication to establish rapport, maintains interest, and assists comprehension of the information by the audience. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner places self in relation to audience avoids unnecessary barriers. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner demonstrates smooth transition between key points, and delivers the presentation in the planned sequence within the specified time-frame. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner uses clear and integrated visual aids to complement the presentation, aid comprehension of the information by the audience. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner encourages audience participation and interaction in accordance with the presentation plan. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Learner modifies the delivery of the presentation, if necessary, to accommodate any contingencies in the presentation situation, resource availability, audience needs, and time constraints. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Comments (you can use this section to elaborate on any special features of this activity, and to take notes for your own feedback to the learner. Continue on another sheet if necessary, and attach to this form. Note: The assessor will discuss your comments with the learner, so only record comments you are comfortable sharing.)

Thank you for your assistance.

Signed: _____

Date: _____