

# Learning Assessment Guide

Unit Standard 3494

*Take notes and write minutes for a formal meeting*

Version 4, Level 3, Credit 3



## Learner to complete

Name:

Employer:

NSN or DOB:

## Assessor to complete

Meets requirements

Further evidence required

Name:

Signed:

Date:

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## INTRODUCTION

This Learning Assessment Guide will help you complete assessment for unit standard:

- 3494, Take notes and write minutes for a formal meeting

You can also refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).

Before assessment, you will need to:

- meet with your assessor
- complete a pre-assessment form

When you have finished assessment you will need to sign a form that declares the work is yours.

A checklist at the end of this assessment lists everything you need to do before you give your assessment to your assessor.

**Important.** The Learning State Assessment Handbook has more information on the Learning State assessment process and completing assessments. Download this from our website or contact your Training Advisor.

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Kia Kaha and Good Luck

## LEARNING STATE PRE-ASSESSMENT FORM

Consider the following to find out if you are ready for this assessment:

- I understand the instructions for each task Yes / No
- I have the things I need to complete each task Yes / No
- I have the knowledge to complete each theory task Yes / No
- I have the skills to complete each practical task Yes / No
- I can produce the evidence listed for each task Yes / No

The people who will be involved in this assessment include:

Verifier(s) \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Other \_\_\_\_\_

Role: \_\_\_\_\_ Phone: \_\_\_\_\_

### Assessor sign off

I am satisfied the people listed above have the required skills, knowledge and experience to provide verification.

Assessor \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Declaration of understanding

I confirm that I understand the evidence I am required to collect and produce.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EXPLANATORY NOTES

1. *Organisational requirements* refer to the standards, policies and procedures that apply within a specific organisation or workplace.
2. Your writing competence for element two should be assessed after you have been given the opportunity to edit and proof read your work.

## TASK 1

### Outcome

This task is designed to show your assessor you can:

- Take notes in a formal meeting

### Evidence required

Evidence	Sources
<ul style="list-style-type: none"><li>■ Notes for at least two formal meetings, you must also include a set of minutes for each meeting.</li><li>■ Two completed verification forms</li></ul>	<ul style="list-style-type: none"><li>■ This Learning Assessment Guide</li><li>■ Your workplace</li></ul>

### Instructions

You are required to:

1. Take notes for two formal meetings.

These meetings should be ones that you would normally attend as part of your job. They may be entered directly into a computer, taken by hand or recorded. They must include the following information:

- name of the body meeting
- day, date, time of start and finish
- place of meeting
- apologies and those attending and in attendance
- matters covered
- business transacted
- decisions made and actions required
- clear identification of any reports and documents presented to the meeting.

Remember that confidential information needs to be protected in terms of the Privacy Act. *If the content is sensitive or personal and not a*



*matter of public record* make a copy of your notes, deleting references to individuals other than yourself.

2. Provide a copy of these notes to your assessor. You will use the original notes to create the minutes for the next task and for verification and Task 3.

## TASK 2

### Outcome

This task is designed to demonstrate your ability to:

- write minutes for a formal meeting

### Evidence required

Evidence	Sources
<ul style="list-style-type: none"><li>■ Minutes for at least two formal meetings..</li><li>■ Two verification forms</li></ul>	<ul style="list-style-type: none"><li>■ This Learning Assessment Guide</li><li>■ Your workplace</li></ul>

### Instructions

You are required to:

1. Using the notes taken in Task 1, create a set of minutes for each meeting. Ensure that the minutes are complete, accurate and include:
  - name of the body meeting
  - day, date, time of start and finish
  - place of meeting
  - apologies and those attending and in attendance
  - matters covered
  - business transacted
  - decisions made and actions required
  - clear identification of any reports and documents presented to the meeting.

Make sure that the content of the minutes and the vocabulary and tone that you use are appropriate for the situation, the role of the record, and the intended audience.

The format that you use must conform to organisational requirements and you must proofread your minutes and make any corrections.

Note. If the content is sensitive or personal and not a matter of public record make a copy of your minutes, deleting references to individuals



other than yourself. These minutes will be submitted to your assessor.  
You will use the original minutes for Task three

## TASK 3

### Outcome

This task is designed to demonstrate your ability to:

- take notes and write minutes for a formal meeting.

### Evidence required

Evidence	Sources
<ul style="list-style-type: none"><li>■ A copy of your notes and minutes for at least two formal meetings.</li><li>■ Two completed verification forms.</li></ul>	<ul style="list-style-type: none"><li>■ This Learning Assessment Guide</li><li>■ Your workplace</li></ul>

### Instructions

You are required to:

1. Provide the chairperson of each meeting a copy of your notes and minutes (these are the complete copies with the names of individuals), along with the verification form.
2. Ask them to complete the verification form to confirm that the records you have made are correct, complete and meet the standards of your organisation. Hand the verification forms to your assessor when complete.



## VERIFICATION FORM

Name of Learner:	
Name of Verifier	Phone
Position of Verifier	Date verified

\_\_\_\_\_ is currently being assessed against Unit Standard 3494, Take notes and write minutes for a formal meeting. They are required to:

- take notes for a formal meeting
- write minutes for a formal meeting.

In addition to ticking 'yes' or 'no' to the statements in the checklist that follows, please provide examples and/or comments that will assist the assessor to make a confident decision.

Verification checklist	Yes/No	
take records for a formal meeting that are correct and complete.		
take records for a formal meeting that meet the standards of your organisation		

Your signature confirms:

- that the learner met your requirements and those of the organisation.
- That you have received a copy of Learning State's Guide for Workplace Verifiers.

Verifier's Signature \_\_\_\_\_

***Thank you for your assistance***

### **Assessor confirmation of verifier**

Has the verifier the suitable level of expertise in the performance being verified? YES / NO (please circle one)

## DECLARATION OF AUTHENTICITY

I confirm that I have completed assessment for Unit Standard 3494 on my own and the evidence produced is my own work.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ASSESSMENT SCHEDULE

Learner: \_\_\_\_\_ Date: \_\_\_\_\_

*Unit Standard 3494, version 4, Take notes and write formal minutes for a formal meeting, Level 3, Credit 3*

Your assessor will use the following evidence and judgement statements to determine if you have Met Requirements (MR) or Not Yet Met Requirements (NYMR)

Outcome	Task	Evidence	Judgement
Take notes for a formal meeting	Task 1 Task 3	<ul style="list-style-type: none"><li>■ Copies of two sets of meeting notes</li><li>■ Two completed verification forms</li></ul>	<p>Notes are accurate reflections of the meeting procedures. Notes include:</p> <ul style="list-style-type: none"><li>- name of meeting</li><li>- venue</li><li>- day, date, start and finish times.</li><li>- apologies and attendees</li><li>- matters covered</li><li>- business transacted</li><li>- decisions made</li><li>- actions required</li><li>- other business</li><li>- identification of reports and documents tabled.</li></ul> <p>Both Verification forms demonstrate that requirements were met.</p>

Outcome	Task	Evidence	Judgement
Write minutes for a formal meeting	Task 2 Task 3	<ul style="list-style-type: none"> <li>■ Two sets of minutes</li> <li>■ Verification form</li> </ul>	<p>Minutes are accurate and include:</p> <ul style="list-style-type: none"> <li>- name of meeting</li> <li>- venue</li> <li>- day, date, start and finish times.</li> <li>- apologies and attendees</li> <li>- matters covered</li> <li>- business transacted</li> <li>- decisions made</li> <li>- actions required</li> <li>- other business</li> <li>- identification of reports and documents tabled.</li> </ul> <p>Format meets the requirements of the organisation.</p> <p>Punctuation, spelling and grammar do not affect the accuracy of the minutes.</p> <p>Both Verification forms demonstrate that requirements were met.</p>



**Assessment result:**

The learner has:

***Met requirements***                      ***Not Yet Met Requirements***                      (please circle)

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

