

# Learning Assessment Guide

## Unit Standard 3494 – Version 3

### Write a record of a formal meeting

### Level 3 – 3 Credits

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

## 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:

- Write a record of a formal meeting.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Attestation form.
- Checklist that the assessor will use to record the Learner's performance.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

The learner's writing competence must be assessed after they have been given the opportunity to edit and proof read their work.

## Assessment Task One – Element 1

### Introduction

Assessment task one is designed to assess your ability to write a record of a formal meeting.

### Instructions

You will need to demonstrate that you can produce records of at least two formal meetings. These meetings, may be ones that you would normally attend as part of your job.

During the meetings your note taking technique should not cause unnecessary disruption.

The record you produce needs to include the following information:

- name of the body meeting
- day, date, time of commencement and closure of meeting
- place of meeting
- apologies
- those attending and in attendance
- matters covered
- business transacted
- decisions made
- meeting adjournments.

In the record you need to clearly identify any reports and documents presented to the meeting.

Make sure that the content of the record 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 and the standard of grammar, spelling, and punctuation must conform to organisational requirements. You will be assessed after you have been given the opportunity to edit and proof read your work.

Remember that confidential information needs to be protected in terms of the Privacy Act. Delete any information which could lead to the identification of any individual (other than your self).

Your assessor may contact you to obtain clarification and expansion of some points, following the submission of these written meeting records.

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

- Copies of two records of formal meetings.
- Two signed attestation forms. One from the chairperson, and the other from a meeting participant.

## Attestation Form 1

\_\_\_\_\_ (name of Learner) is currently being assessed in Unit Standard 3494: Write a record of a formal meeting.

They are required to submit two records / sets of minutes of meetings that they have attended.

The learner has been asked to obtain written confirmation that they have met certain criteria.

Name of Meeting Participant / Chairperson: \_\_\_\_\_

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

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

Position in relation to learner: \_\_\_\_\_

(Please circle)

Did the learner disrupt the meeting unnecessarily while they were taking the minutes? Yes / No

Comments:

The records meet organisational requirements. Yes / No

Comments:

I affirm that the attached records of a formal meeting were recorded by the learner.

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

An assessor may contact you to verify or clarify your comments.

Thank you for your assistance.

## Attestation Form 2

\_\_\_\_\_ (name of Learner) is currently being assessed in Unit Standard 3494: Write a record of a formal meeting.

They are required to submit two records / sets of minutes of meetings that they have attended.

The learner has been asked to obtain written confirmation that they have met certain criteria.

Name of Meeting Participant / Chairperson: \_\_\_\_\_

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

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

Position in relation to learner: \_\_\_\_\_

(Please circle)

Did the learner disrupt the meeting unnecessarily while they were taking the minutes?    Yes / No

Comments:

The records meet organisational requirements. Yes / No

Comments:

I affirm that the attached records of a formal meeting were recorded by the learner.

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

An assessor may contact you to verify or clarify your comments.

Thank you for your assistance.

### Assessors Checklist

The assessor should use the 'Comments' space wherever possible to list what they observed that met this requirement or to give feedback to the learner.

	Comments	Meeting record 1	Meeting record 2
The record includes the following information: <ul style="list-style-type: none"> <li>• name of the body meeting</li> <li>• day, date, time of commencement and closure of meeting</li> <li>• place of meeting</li> <li>• apologies</li> <li>• those attending and in attendance</li> <li>• matters covered</li> <li>• business transacted</li> <li>• decisions made</li> <li>• meeting adjournments.</li> </ul>		Yes / No	Yes / No
Any reports and documents presented to the meeting are described in a way which enables the audience to identify them.		Yes / No	Yes / No
The content, vocabulary, and tone fit the situation, the role of the record, and the intended audience.		Yes / No	Yes / No
Spelling, punctuation and grammar contain only minimum errors and conforms to organisational standards.		Yes / No	Yes / No

**Assessor Signature:**

**Date:**

## Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 3494.

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgement</b>
<i>Task 1 / Element 1</i>  Write a record of a formal meeting	Copies of two sets of meeting records (minutes).  Two completed attestation forms.	All requirements on Assessor Checklist are met for both records.  Both attestation forms demonstrate that requirements were met.