

Learning Assessment Guide

Unit Standard 5948 – Version 7

Use computer technology to research and present a topic

Level 4 – 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.

This Learning Assessment Guide is made up of:

- a folio containing evidence that you are able to use computer technology to research and present topics
- verification by your manager that the evidence presented is your own work, and your research and presentation communicate the data and conclusions to the target audiences
- an interview with the assessor to allow them to discuss anything about the assessment, the folio, the processes used to research and present a topic, and provide feedback on the assessment.

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

- 1 plan research of topics using computer technology
- 2 conduct research of topics using computer technology
- 3 present the results of research of topics using computer technology.

Assessment Task One – Elements 1, 2 and 3

Task one is designed to allow you to submit evidence to the assessor.

You should provide evidence from at least two cases where you researched a topic using computer technology and presented the results of the research to a suitable audience.

In each case you should submit sufficient evidence to allow the assessor to become familiar with the topic you have used computer technology to research and present, and make a preliminary assessment based on the evidence you have accumulated to show how you used computer technology to research and present the topic.

Task one instructions

Provide your assessor with a folio containing the evidence you have collected to demonstrate that you have used computer technology to research and present at least two topics.

The folio should contain the following items for each of the cases you are presenting:

- 1 A copy of the research plan.
This plan should identify:
 - the topic, objectives and scope of the research
 - the time to be taken for the research, research methods to be used, and sources of information to be used
 - ethical issues in the research process. These should include issues such as confidentiality, methodology, analysis and presentation
 - the target audience, presentation methods, and the computer applications to be used for the analysis of data and the presentation of the results of the research.
- 2 The results of implementing the research plan.
This should include:
 - the data accumulated
 - the conclusions reached after analysis of the data
 - a record of milestones and progress reports
 - the computer application used to analyse the data.
- 3 The presentation of the research. This should be made using the computer application identified in the plan, and should communicate the summarised research data and conclusions to the target audience.

Any of the evidence that is supplied electronically may be in the form of an e-mail, CD or other portable memory, or access by the assessor to a computer with it on the hard drive or network. Discuss this with the assessor.

The assessor will assess the folios against the criteria in the *Assessment Results* at the end of this Learning Assessment Guide. You will have the opportunity in *Assessment Task Three* to discuss any aspect of the assessment that is not illustrated by the folios at the interview.

It is not critical that each case submitted meets all the assessment criteria, but rather that the folio as a whole indicates that you have the ability indicated by the criteria.

Assessment Task Two – Elements 1, 2 and 3

Task two involves verification that the cases you have presented are your own work, and met an acceptable standard from your manager.

Task two instructions

Find out from your assessor whether they require oral verification (through direct contact with you manager), or written verification.

If written verification is required:

- 1 Brief your manager on the content of this unit standard.
- 2 Ask your manager to complete the following verification form.
- 3 Ensure that the completed form is given to your assessor.

Learner Verification Form – Unit Standard 5948

Name of learner:	
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This learner is currently being assessed toward unit standard 5948 – Use computer technology to research and present a topic. Your knowledge of the learner is sought to verify whether or not the learner has researched and presented topics specified by you.

Please complete this form and arrange for it to be passed on to the 5948 assessor.

Is the research and presentation work presented by the learner their own work?	Yes	No
Do the results of the learner’s research meet the standard you expected when you set the topic?	Yes	No
Does the learner’s presentation of research topics communicate the data and conclusions to the target audience?	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			

Assessment Task Three – Elements 1, 2 and 3

Task three involves an interview with the assessor to discuss the folio, the process you use to use computer technology to research topics, analyse the data, and present summarised research data and conclusions.

It addresses all three elements to some degree.

Task three instructions

Arrange a time to discuss your folio with the assessor.

Your assessor will be particularly interested in the following features of your folio:

- Topics you have researched, and how you used computer technology to conduct the research, and present the results.
- The process used to identify the sources of information to be used.
- Your understanding of ethical issues related to research.
- Any unexpected events that have occurred during your research and presentations.
- Clarification of any points that are unclear in the folio.

Assessment Results

These are the judgements that your assessor will use to assess you.

Do the learner's plans identify the topic, objectives and scope of the research?	Yes	No
Do the learner's plans identify the time to be taken for the research, research methods to be used, and sources of information to be used?	Yes	No
Does the learner demonstrate understanding of ethical issues in the research process?	Yes	No
Do the learner's plans identify the target audience, presentation methods, and the computer applications to be used for the analysis of data and the presentation of the results of research?	Yes	No
Do the results of implementing the learner's research plans include the data accumulated, conclusions reached after analysis of the data, and computer application used to analyse the data?	Yes	No
Do the results of implementing the learner's research plans include a record of milestones and progress reports?	Yes	No
Are the presentations of the learner's research summaries made using the computer application identified in the plan?	Yes	No
Do the learner's presentations of the research summaries communicate the summarised research data and conclusions to the target audience?	Yes	No
Does the response from the manager endorse the learner's ability to use computer technology to research and present topics?	Yes	No