

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBCMM401A Make a presentation				
Unit Descriptor	<i>This unit of competency This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, promotions, etc. They contribute well developed communication skills in presenting a range of concepts and ideas.</i>				
Client Candidate Name	Third Party Employer Representative Name			RTO Assessor Name	
Signature	Signature			Signature	
Date	Date			Date	
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>	Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to an actual workplace or simulated environment; access to office equipment, documentation and resources. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: demonstration of preparation, delivery and evaluation of a presentation; direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; observation of presentations; review of selected presentation aids, materials and techniques; review of briefing provided for others involved in the presentation; evaluation of techniques implemented to review the effectiveness of the presentation. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>	Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
		Yes No	Yes No	Yes No	
	<i>culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>facilitation and presentation skills to communicate central ideas of a message in an informative and engaging manner, and to utilise verbal and non-verbal techniques to sustain participant engagement</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>literacy skills to prepare presentation information and to write in a range of styles for different target audiences.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>preparation, delivery and evaluation of the effectiveness of at least two presentations related to the candidate's occupation or area of interest</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>knowledge of the principles of effective communication.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Responds to problems, breakdowns, changes to routine</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Demonstrates a positive attitude and responsibility to work</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

RTO (Office) use only

The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Prepare a presentation <i>Plan and document presentation approach and intended outcomes Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas Brief others involved in the presentation on their roles/responsibilities within the presentation Select techniques to evaluate presentation effectiveness</i></p>	<p>Deliver a presentation <i>Explain and discuss desired outcomes of the presentation with the target audience Use presentation aids, materials and examples to support target audience understanding of key concepts and central ideas Monitor non-verbal and verbal communication of participants to promote attainment of presentation outcomes Use persuasive communication techniques to secure audience interest Provide opportunities for participants to seek clarification on central ideas and concepts, and adjust the presentation to meet participant needs and preferences Summarise key concepts and ideas at strategic points to facilitate participant understanding</i></p>	<p>Review the presentation <i>Implement techniques to review the effectiveness of the presentation Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented</i></p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials**..... *Details of appeal:*

Knowledge Assessment

Competency Unit

BSBCMM401A Make a presentation

I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Prepare a presentation (Use the following as a guide to your answer)

- **Plan and document presentation approach and intended outcomes**
- **Choose presentation strategies, format and delivery methods that match the characteristics of the target audience, location, resources and personnel needed**
- **Select presentation aids, materials and techniques that suit the format and purpose of the presentation, and will enhance audience understanding of key concepts and central ideas**

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- **Brief others involved in the presentation on their roles/responsibilities within the presentation**
- **Select techniques to evaluate presentation effectiveness**

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Initials of Trainer/Assessor_____

Initials of Candidate_____

Review the presentation (Use the following as a guide to your answer)

- **Implement techniques to review the effectiveness of the presentation**
- **Seek and discuss reactions to the presentation from participants or from key personnel involved in the presentation**
- **Utilise feedback from the audience or from key personnel involved in the presentation to make changes to central ideas presented**

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Initials of Trainer/Assessor_____

Initials of Candidate_____