Assessment Requirements for BSBTWK503 Manage meetings

# Modification History

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| Release | Comments |
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

# Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

* manage a meeting on at least two occasions.

In the course of the above, the candidate must:

* apply conventions and procedures for meetings including:
* developing and distributing agendas and papers
* identifying and inviting meeting participants
* organising and confirming meeting arrangements
* conducting meeting
* completing meeting-follow up actions
* follow relevant organisational policies and procedures.

# Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

* meeting terminology, structures and arrangements
* responsibilities of the chairperson and key features of group dynamics in relation to managing meetings
* key features of options for meetings including face-to-face and virtual meetings
* methods for recording meeting notes including relevant organisational requirements and conventions for type of meeting
* organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.

# Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

* organisational policies and procedures for managing meetings
* computers and relevant software.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

# Links

Companion Volume Implementation Guide is found on VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>