



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MEM16001B Give formal presentations and take part in meetings**

**Release: 1**

## MEM16001B Give formal presentations and take part in meetings

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers participating in formal meetings and giving formal presentations.
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit is intended to cover the communication skills needed when individuals are required to make formal presentations and participate in meetings governed by formal rules or well-established conventions, for example, meetings which have a formal chairperson, where minutes are recorded, and where roles are relatively well defined.</p> <p><b>Band: B</b></p> <p><b>Unit Weight: 2</b></p>
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### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

<b>Prerequisite units</b>	
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## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Participate in formal meetings	1.1. A set agenda is understood and followed. 1.2. Meeting conventions are followed. 1.3. Discussion is focused on the objectives of the meeting.
2. Give formal presentations	2.1. Presentation of a technical, job related or trade nature is given. 2.2. Presentations are accurate and structured and all necessary content is included. 2.3. Sources are acknowledged.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

Look for evidence that confirms skills in:

- following an agenda
- following meeting rules/conventions
- focusing discussions on the objectives of the meeting
- giving a prepared technical/job related presentation clearly and concisely
- preparing and using visual aids and/or handout materials
- logically structuring presentations
- addressing relevant material
- using effective communication strategies for meetings and presentations

#### Required knowledge

Look for evidence that confirms knowledge of:

- the topics for discussion during the meeting
- meeting conventions and terminology
- the objective of the meeting
- the topic/subject on which a presentation is to be made
- effective presentation techniques
- the information to be conveyed
- the sources of information used in the presentation



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	<p>A person who demonstrates competency in this unit must be able to give formal presentations and take part in meetings.</p>
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.</p>
<b>Context of and specific resources for assessment</b>	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with giving formal presentations and taking part in meetings or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
<b>Method of assessment</b>	<p>Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.</p>
<b>Guidance information for</b>	

**EVIDENCE GUIDE****assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

**Meeting conventions**

- Order of proceedings
- Punctuality
- Language expectations
- Relevancy
- Procedures for addressing others

**Sources**

- Colleagues
- Data
- Technical information sources
- Internet or web sources
- Supervisors
- Experience

**Unit Sector(s)****Unit sector****Co-requisite units****Co-requisite units**

<b>Co-requisite units</b>		

## Competency field

<b>Competency field</b>	Communication
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