SITXCOM008 Provide a briefing or scripted commentary

Release: 1

SITXCOM008 Provide a briefing or scripted commentary

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to deliver information to a group using basic group communication and presentation techniques.

The unit applies to individuals in all industry sectors who present information or commentary to a group of people, but who do not require the complete suite of presentation, commentary or public speaking skills. This could include those working in museums, attractions, on aircraft and in any business or community situation where oral communication to a group is required and often using information prepared or scripted by others. They could be working under supervision or with guidance from others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Communication and Teamwork

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Present information to group.	1.1. Welcome participants according to organisational procedures.
	1.2. Provide participants with information based on scripts and other briefing information.
	1.3. Outline environmental and health and safety requirements,

		and any potential changes to the environment.
		1.4. Answer questions in a courteous and friendly manner.
2.	Enhance presentation of information.	2.1. Use communication and presentation techniques to enhance participant experience and make adjustments as needed.
		2.2. Show cultural and social sensitivity during the presentation.
		2.3. Use technical presentation resources as required.
3.	Liaise with others.	3.1. Maintain communication with team members and operators to ensure safe and efficient operations.
		3.2. Give correct and accurate signals where appropriate.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret information scripts or other briefing information.
Oral communication skills to:	• present cohesive and audible group presentations • interact positively with participants and other team members.
Numeracy skills to:	• address safety considerations and not exceed safe number of participants in a given location.
Problem-solving skills to:	• identify and respond to the need to adjust presentation.

Unit Mapping Information

Supersedes and is equivalent to SITXCOM003 Provide a briefing or scripted commentary.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694