SRSCOP001B Prepare for public speaking

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Sport Industry Training Package.
This unit covers the knowledge and skills required to prepare and deliver a talk,
including the structure and the communication skills required.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 **Prepare** for public speaking	1.1 Select information **relevant** to the audience
	1.2 **Organise** the **talk** and use **appropriate language** to convey a clear expression of ideas

2	**Present a talk to a public forum**	2.1	Deliver the **talk** in an audible manner
		2.2	Deliver the **talk** in a manner that engages and holds the audience's attention
		2.3	Develop ideas logically, coherently and complete the **talk** in the given time
		2.4	Use appropriate vocabulary and grammatical structures
		2.5	Use a confident and fluent manner that uses appropriate register and tone and employ a variety of pace, pitch, stress and volume
		2.6	Use **relevant non-verbal communication and body language**
		2.7	Enhance the presentation through the selection, organisation and presentation of supporting materials such as **visuals**
		2.8	Deal with questions **effectively** and **impromptu talk**

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered	Assessment must confirm sufficient knowledge of the factors that influence the preparation and presentation of an impromptu talk and a longer prepared speech
	Assessment of performance should be over a period of time covering all categories from the Range Statements
	Assessment must confirm the ability to apply knowledge and appropriate techniques to
	prepare information for a speech
	present a speech that contains relevant information
	present a speech in a manner that engages and holds the audience's attention
	deliver a speech using appropriate vocabulary and communication skill
Interdependent assessment of units	This unit must be assessed after attainment of competency in the following unit(s)
	Nil
	This unit must be assessed in conjunction with the following unit(s)
	Nil
	For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
	Nil
Required knowledge and skills	Required knowledge
	Knowledge of organisational codes of practice and guidelines for the delivery of speeches to the public
	Knowledge of decision making and conflict resolution strategies for answering difficult questions

Knowledge of the organisation, its key functions, personnel, aims and objectives

Required skills

Problem solving in order to answer difficult questions fully and correctly, or to refer to others if answer is not known

Interpersonal skills in order to develop a rapport with audience

Communication (verbal and listening skills)

Observation in order to monitor effect of talk and adjust if necessary

Negotiation skills to negotiate outcomes with the audience and control audience reception of your talk

Flexibility skills to be able to adjust the talk on the spot in order to achieve the best outcome

Resource implications

Physical resources - assessment of this competency requires access to

an appropriately equipped theory space

a microphone

a lectern

a stage

access to relevant information

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must

be competent in this unit

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

be personnel with career oriented participant competency at the appropriate level

have attained the mandatory competency requirements for assessors under the

Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Due to the issues such as variable conditions of athlete participation this unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to career oriented participants

Context for assessment

This unit of competency must be assessed in the context of a sporting activity with a range of real clients. For valid and reliable assessment the activity should be conducted in a real or simulated environment with sporting participants. The environment should be safe, with noise to a level experienced with an activity in full operation and support serviced provided for optimum performance

This unit of competency should be assessed through the observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPETENCIES

Collect, Analyse&Organise Information	Communicate Ideas&Information	Plan&Organise Activities	Work with Others&in Teams	Use Mathematical Ideas&Techniques	Solve Problems	Use Technology
2	2	1	1	-	1	1

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish new approaches

Collecting, analysing and organising information - Gather and organise information related to

public speaking

Communicating ideas and information - Conduct public speaking to express ideas

Planning and organising activities - Use planning and organisation skills to structure presentation

Working with teams and others - Seek audience response

Using mathematical ideas and techniques - Not applicable

Solving problems - Ensure presentation is relevant to audience

Using technology - Use data

projector or other media technologies to assist public presentation

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT	CATEGORIES
Appropriate language	[all categories]
	is pitched at audience level
	appropriate to the topic
	contains no bad or offensive language
	does not use jargon
Effectively	[all categories]
	fully
	politely
	correctly
Impromptu talk	[all categories]
	usually shorter
	audience unknown, therefore ability to respond to feedback and adjust presentation is very important
	ability to think on your feet
Non-verbal communication and body language	[all categories]
	placement of hands
	stance
	head movements
	eye movements
Organise	[all categories]
	past
	present
	future
	introduction

	body
	conclusion
Prepared talk	[all categories]
	preparation time
	practice
	research topic and audience
	ability to use visual aids
Relevant	[all categories]
	interesting
	informative
	on the subject advertised
	motivational
Talk	[all categories]
	short
	long
	prepared
	impromptu
Visuals	[all categories]
	overhead transparencies
	slides
	photographs
	handouts
	video recording
	PowerPoint or digital presentation

Unit Sector(s)

Not applicable.