



Australian Government

Assessment Requirements for MEM16001 Give formal presentations and take part in meetings

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM16001B Give formal presentations and take part in meetings

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- following an agenda and adhering to meeting rules/conventions
- contributing to discussions that focus on the objectives of the meeting
- giving a prepared presentation clearly and concisely using communication resources, as appropriate
- using effective communication strategies for meetings and presentations
- acknowledging all relevant resources.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures
- topics for discussion during the meeting
- meeting conventions and terminology
- objectives of the meeting
- topic/subject on which a presentation is to be made
- effective presentation techniques and communication strategies
- information to be conveyed
- sources of information to support presentation.

Assessment Conditions

- Assessors must:
 - have vocational competency in giving formal presentations and taking part in meetings at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>