



Australian Government

MEM16001 Give formal presentations and take part in meetings

Release: 1

MEM16001 Give formal presentations and take part in meetings

Modification History

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

Application

This unit of competency defines the skills and knowledge required to participate in formal meetings and give formal presentations of information of a technical, job-related or trade-related nature. It covers communication skills needed for meetings governed by formal rules or well-established conventions.

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

Band: B

Unit Weight: 2

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

Competency Field

Communication

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Participate in formal meetings	1.1	Receive, read and follow set meeting agenda
		1.2	Follow meeting conventions
		1.3	Contribute to discussions, as required
		1.4	Focus discussion on the objectives of the meeting
		1.5	Confirm action requirements arising from the meeting

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

2	Give formal presentations	2.1	Clarify objectives and scope of information required for presentation
		2.2	Prepare information and communication resources to support presentation, acknowledging sources used
		2.3	Ensure presentation is accurate, structured and includes all necessary content, and adheres to time limitations
		2.4	Use communication strategies to deliver effective presentation

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- Meeting conventions include one (1) or more of the following:**
- order of proceedings
 - punctuality
 - language expectations
 - relevancy
 - procedures for addressing others
 - facilitation by formal chairperson
 - recording of minutes

- Communication resources include one (1) or more of the following:**
- visual aids
 - audio visual aids
 - handout materials
 - charts and diagrams

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

- props/objects
- digital resources
- demonstration
- reports/print outs

Sources include one (1) or more of the following:

- colleagues
- data
- technical information sources
- internet or web sources
- supervisors
- experience

Communication strategies include one (1) or more of the following:

- engaging eye contact with audience
- speaking clearly and loudly enough for audience to hear
- checking understanding of audience
- asking questions
- answering questions
- listening effectively
- using appropriate body language
- maintaining focus on topic

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

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

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

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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.

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