

Unit Standard 1307 Assessment

Version 8

Level 3

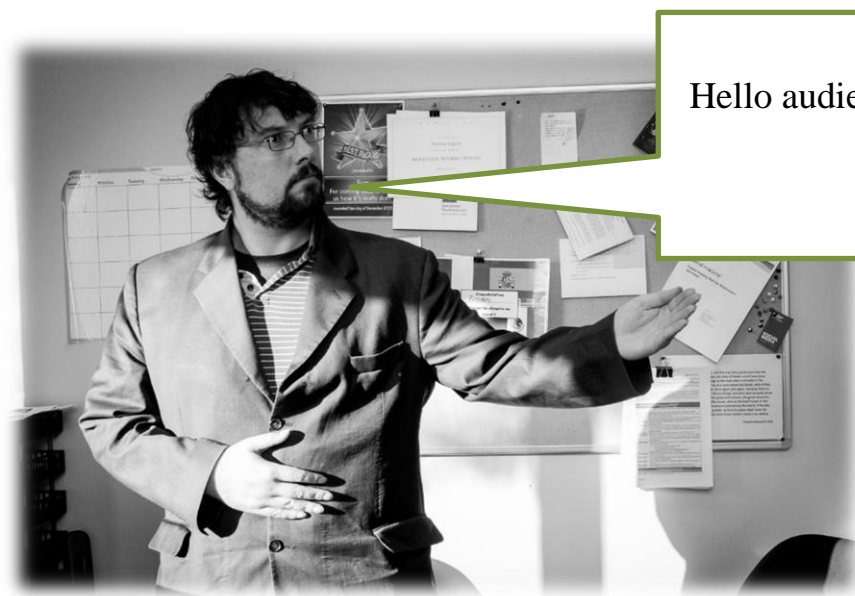
Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____



Hello audience, I have come to speak to you...

Speak to a known audience in a predictable situation

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete		Standard Not Met
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete		Standard Not Met
Second Attempt Marking Comments:			
Date Unit Awarded:			

Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

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	Achieved	Final marking date
1307 v 8		

Assessor's Attestation:

The candidate's performance and knowledge are at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by both the tutor and yourself.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Outcome 2: Deliver a social speech to a known audience in a predictable situation

Deliver a Social Speech

Upon completing any section of your Gold Award, you must deliver a speech in a social setting to your peers, family, your fellow service workers and those involved with the Duke of Edinburgh's Award that worked with you throughout the year.

The purpose of your speech is to share your feelings about the Award Section that you undertook, what you have learnt and what the highlights of your year have been.

You will be assessed on the following factors:

1. Consistency of the speech to the purpose
2. Appropriateness of the speech for the target audience
3. The structure of your speech must be suited to the situation, it must have a clear introduction, body and conclusion
4. The length of the speech being over three minutes
5. The suitability of your delivery in terms of the situation, content and audience (you must take the below factors in to account and use them to your advantage in making an excellent presentation)
 - a. Rhythm
 - b. Speed
 - c. Volume
 - d. Pitch
 - e. Posture
 - f. Gestures
 - g. Eye contact
 - h. Facial expression
 - i. Movement
 - j. Personal presentation

Ensure that you have an observer present to fill out the Observer's checklist for you.

Outcome 1: Give a presentation to a known audience in a predictable situation

Give a Presentation

Upon completing the Adventurous Journey for your Gold Award, you must give a presentation to your peers, family and those involved with the Duke of Edinburgh's Award that worked with you throughout the year.

The purpose of your presentation is to share your feelings about the Duke of Edinburgh's Gold Award, what you have learnt and what the highlights of your year have been.

This is a presentation, not a speech; you may use visual aids, demonstrations and digital technologies to improve your presentation and help you communicate your points.

Your presentation must be at least five minutes long.

You will be assessed on the following factors:

1. Explanation of the purpose of the presentation (do this before the presentation)
2. Consistency of the presentation to the purpose
3. Appropriateness of the presentation for the target audience
4. The appropriateness of any visual aids and demonstrations used, they must complement the presentation
5. The structure of your presentation must be suited to the situation, it must have a clear introduction, body and conclusion
6. The length of the presentation being over five minutes
7. The suitability of your delivery in terms of the situation, content and audience (you must take the below factors in to account and use them to your advantage in making an excellent presentation)
 - a. Pace
 - b. Volume
 - c. Pitch
 - d. Posture/movement
 - e. Gestures
 - f. Eye contact
 - g. Facial expression
 - h. Personal presentation

Ensure that you have an observer present to fill out the Observer's checklist for you.

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Assessment Schedule for Unit 1307 v8 L3 C3

Speak to a known audience in a predictable situation

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
<p>Outcome 1 Give a presentation to a known audience in a predictable situation. Range the subject of the presentation can be based on personal or audience interest; the duration of the presentation must be at least five minutes.</p>				
<p>NOTE: You should include evidence of the presentation and speech (video evidence, audio recording etc if gathered) with the assessment.</p>				
<p>1.1 The purpose of the presentation is explained.</p>	<p>Film of presentation OR Audio recording of presentation OR Completed Observer's Checklist AND A copy of any visual aids used during the presentation</p>	<p>Before or during the presentation, the candidate explained the purpose of their presentation. The purpose explained matches that of the brief (unless otherwise agreed upon with the assessor).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.2 The presentation is consistent with the purpose and appropriate to the audience.</p>	<p>Film of presentation OR Audio recording of presentation OR Completed Observer's Checklist AND A copy of any visual aids used during the presentation</p>	<p>The candidate's presentation is consistent with the purpose of the presentation and is appropriate to the audience. The candidate stayed on topic and was polite and respectful to their audience.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.3 Any visual aids and demonstrations used are clear and complement the presentation.</p>	<p>Film of presentation OR Audio recording of presentation</p>	<p>If the candidate used any visual aids or demonstrations, those visual aids and demonstrations actively</p>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>OR</p> <p>Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>improved the presentation and were used to strengthen the candidate's communication throughout the presentation.</p> <p>The visual aids and demonstrations reinforced the candidate's point/s.</p>		
<p>1.4 The structure and length of the presentation are suited to the situation.</p>	<p>Film of presentation</p> <p>OR</p> <p>Audio recording of presentation</p> <p>OR</p> <p>Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>The candidate's presentation has a logical structure that was easily followed by the audience.</p> <p>Their structure had an easily identifiable intro, body and conclusion.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.5 Delivery fits the situation, content, and audience. Range delivery includes – pace, volume, pitch, posture/movement, gestures, eye contact, facial expression, personal presentation.</p>	<p>Film of presentation</p> <p>OR</p> <p>Audio recording of presentation</p> <p>OR</p> <p>Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>The candidate had a clear and confident delivery throughout their presentation.</p> <p>The candidate used the following delivery tools to communicate their points effectively to the audience:</p> <ul style="list-style-type: none"> • Pace (not too fast or too slow) • Volume (could be heard but was not yelling) • Pitch (confident but not overbearing) • Posture/movement (confident and not fidgety) • Gestures (aided in communication, not distracting) • Eye contact (made eye contact with different members of the audience) • Facial expressions (smiled and showed emotion) 	<input type="checkbox"/>	<input type="checkbox"/>

		<ul style="list-style-type: none"> Personal presentation (matched that of the audience; if the presentation was given at a formal event the candidate was dressed formally). 		
<p>Outcome 2 Deliver a social speech to a known audience in a predictable situation.</p> <p>Range the speech may include but is not limited to – welcome, farewell, congratulations, thanks, introduction, karakia, whakapapa; the duration of speech must be at least three minutes.</p>				
<p>2.1 The social speech is consistent with its purpose and is appropriate to the audience.</p>	<p>Film of speech OR Audio recording of speech OR Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>The candidate's speech is consistent with the purpose of the speech and is appropriate to the audience.</p> <p>The candidate stayed on topic and was polite and respectful to their audience.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.2 The structure and length of the speech are suited to the situation.</p>	<p>Film of speech OR Audio recording of speech OR Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>The candidate's speech has a logical structure that was easily followed by the audience.</p> <p>Their structure had an easily identifiable intro, body and conclusion</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2.3 Delivery fits the situation, content, and audience. Range delivery includes – rhythm, speed, volume, pitch, posture, gestures, eye contact, facial expression, movement, personal presentation.</p>	<p>Film of speech OR Audio recording of speech OR Completed Observer's Checklist</p> <p>AND</p> <p>A copy of any visual aids used during the presentation</p>	<p>The candidate had a clear and confident delivery throughout their speech.</p> <p>The candidate used the following delivery tools to communicate their points effectively to the audience:</p> <ul style="list-style-type: none"> Rhythm (there was a definite flow to the speech) Speed (not too fast or too slow) 	<input type="checkbox"/>	<input type="checkbox"/>

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|--|--|---|--|
| | | <ul style="list-style-type: none">• Volume (could be heard but was not yelling)• Pitch (confident but not overbearing)• Posture (confident and open)• Gestures (aided in communication, not distracting)• Eye contact (made eye contact with different members of the audience)• Facial expressions (smiled and showed emotion)• Movement (not fidgety)• Personal presentation (matched that of the audience; if the presentation was given at a formal event the candidate was dressed formally). | |
|--|--|---|--|