

# Unit Standard 9705 Assessment

Version 7

Level 3

Credits 3

Candidate's Name: \_\_\_\_\_

Candidate's NSN: \_\_\_\_\_

Candidate's D.O.B: \_\_\_\_\_

Candidate's Contact details: \_\_\_\_\_

\_\_\_\_\_

She took the feed back!



This is an awful  
pun!



**Give feedback on performance in the workplace**

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:** \_\_\_\_\_

### For Capital Training to Complete Only

	Achieved	Final marking date
9705 v 7		

#### Assessor's Attestation:

The candidate's performance and knowledge is 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 you before submission.
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.

Being able to give and receive feedback is an important part of growing and developing skills throughout your Duke of Edinburgh's Gold Award.

During this assessment, you must give and receive feedback based on an activity or piece of team work during the Voluntary Service component of your Award. Your feedback may be given to and received from an individual or a team.

Describe the scenario in which you are going to give and receive feedback during your Voluntary Service component (you must run this past your observer beforehand).

**Outcome 1:** Give feedback on performance in the workplace.

## Give Feedback

Once you have completed your task that you will be giving feedback for; it is time to give feedback to other individuals and/or team.

You must prepare your feedback in a way that takes the following factors in to account:

- Context
- Time
- Place
- Privacy

Your feedback must be respectful, balanced and objective. You must make good use of appropriate language, voice modulation and non-verbal signals.

Respect for the recipient of your feedback may include the following aspects of diversity and cultural differences:

- Preferred language
- Feedback type
- Cultural background
- Ethics
- Individual and community values
- Feedback methods

*If you are providing feedback to team members following the completion of a task, use the feedback template in the resources folder to help formulate your feedback if you wish. If you use this document, ensure that you submit it for marking.*

## Review Your Feedback Delivery

Upon providing feedback, it is important to review how your feedback is received so you can adjust your response accordingly.

**Note down how the recipient responded to your feedback.**

**Considering the recipient's response to your feedback, assess the quality of your performance in delivering feedback, paying particular attention to areas of strengths and areas that need improvement.**

**What would you do differently next time when giving feedback?**



## For Capital Training to Complete Only

### Assessment Schedule for Unit 9705v7 L3 C3

Give feedback on performance in the workplace

Evidence Requirements	Evidence Statement	Judgement Statement (how well or how many)	Tick ✓
<p><b>Outcome 1</b> Give feedback on performance in the workplace. <b>Range:</b> feedback may be given to individual(s) and/or group(s)/team(s).</p>			
<p><b>1.1</b> Feedback is provided in a prepared manner.  Range prepared manner relates to – context, time, place, privacy.</p>	<p>Video evidence or assessor's observation sheet. <b>Pg. 9</b></p>	<p>Feedback was provided in a prepared manner and took into account; context, time, place and privacy.</p>	<input type="checkbox"/>
<p><b>1.2</b> Feedback respects the recipient, is balanced and objective, uses appropriate language, voice modulation, and non-verbal signals.  Range respect for the recipient may include aspects of diversity and cultural differences in terms of – preferred language, feedback type, cultural background, ethics, individual and community values, methods used to communicate feedback.</p>	<p>Video evidence or assessor's observation sheet. <b>Pg. 9</b></p>	<p>The candidate showed sufficient respect to the recipient and used appropriate tone, modulation and non-verbal signals.  The candidate may have showed cultural respect by incorporating consideration of the following while giving feedback:</p> <ul style="list-style-type: none"> <li>• Culture</li> <li>• Language</li> <li>• Feedback type</li> <li>• Ethics</li> <li>• Values</li> </ul>	<input type="checkbox"/>
<p><b>1.3</b> Recipient's response to feedback is assessed in terms of candidate's view of own performance.  Range quality of own performance, opportunities for change.</p>	<p>Assessment of candidate's performance in giving feedback to the recipient.  Quality of own performance: <b>Pg. 7</b>  Opportunities for change: <b>Pg. 8</b></p>	<p>The candidate assessed the quality of their feedback to the recipient by considering the recipients response to the feedback.  The candidate used the assessment of the recipient's response to their feedback to identify any areas of change for future feedback delivery.</p>	<input type="checkbox"/>
<p><b>1.4</b> Candidate's reaction to response is made in a manner that respects all parties.</p>	<p>Video evidence or assessor's observation sheet. <b>Pg. 10</b></p>	<p>The candidate reacted to the recipient's response to the given feedback in a respectful manner.</p>	<input type="checkbox"/>

# For the Observer to Complete

## Observation Sheet

### 9705v7

Evidence Requirements	Guidelines	Assessor Comments (must be completed)
<p><b>1.1</b> Feedback is provided in a prepared manner.</p>	<div style="text-align: right;"><input type="checkbox"/></div> <p>The candidate prepared and delivered feedback that was sensitive to:</p> <ul style="list-style-type: none"> <li>•Context</li> <li>•Time</li> <li>•Place</li> <li>•Privacy</li> </ul>	<p>Please provide examples relating to the candidate's preparation for providing feedback that incorporates appropriate context, timing, privacy and place. Examples for all four factors must be provided.</p>
<p><b>1.2</b> Feedback respects the recipient, is balanced and objective, uses appropriate language, voice modulation, and non-verbal signals.</p>	<div style="text-align: right;"><input type="checkbox"/></div> <p>The candidate was respectful of other participants and their cultures in terms of:</p> <ul style="list-style-type: none"> <li>• Preferred language</li> <li>• Feedback type</li> <li>• Cultural background</li> <li>• Ethics</li> <li>• Values</li> <li>• Communication methods</li> </ul> <p>The candidate was objective in their feedback and used appropriate verbal and non-verbal communication methods such as a balanced tone and friendly gestures.</p>	<p>Please give examples of how the candidate showed respect to the recipient of the feedback while giving balanced and objective feedback.</p>
<p><b>1.4</b> Candidate's reaction to response is made in a manner that respects all parties.</p>	<div style="text-align: right;"><input type="checkbox"/></div> <p>The candidate was able to react to the recipient's responses to the feedback in respectful manner.</p>	<p>Please give examples of how the candidate reacted respectfully to the recipient's response.</p>

**Observer's Attestation:**

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

Name:	Click here to enter text.	Signature:	X _____
Date:	Click here to enter a date.		