

## Unit Standard 1293 Assessment

Version 7

Level 1

Credits 2

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

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

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

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

\_\_\_\_\_

You're right!  
Informal interviews are way  
better with coffee...



**Be interviewed in an informal, one-to-one, face-to-face  
interview**

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
1293 v 7		

### Tutor'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.

**Tutor'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 1:** Prepare to be interviewed in an informal, one-to-one, face-to-face interview.

## Prepare

It is important to be able to prepare for an informal interview before jumping in head first. Being able to prepare and identify important factors in the interview will greatly increase the chances of a favourable result to the informal interview.

Read and complete the following thoroughly, before starting your informal interview.

**State the purpose of the interview.**

**State at least two topics that are likely to be discussed in the informal interview.**

You must describe the roles of the participants of the interview; you may include the needs and expectations of each participant when describing their roles.

**Describe your role in the informal interview.**

**Describe the other participant's role in the informal interview.**

Identify barriers (**at least two**) to effective communication that may be encountered during the informal interview.

**Outcome 2:** Be interviewed in an informal, one-to-one, face-to-face interview

You must now be filmed participating in an informal interview with your supervisor for either your service, skills or physical recreation component of your Bronze Award. If it is not possible to procure video evidence, a completed observation sheet, that includes examples of your performance must be submitted (see observation sheet).

Your informal interview will have some or all of the following characteristics:

- a predictable situation and/or familiar context
- a collegial or cooperative approach and purpose
- an established and/or positive relationship between both participants
- a more relaxed structure
- more relaxed dress and behaviours, and less formal language

Ensure that your dress and behaviour are appropriate to the situation, throughout the informal interview.

You must respond to interview questions clearly and accurately.

The following must fit the relationship between you and you interviewer:

- Tone
- Eye contact
- Posture

## For Capital Training to Complete Only

### Assessment Schedule for Unit 1293 v7 L1 C2

Be interviewed in an informal, one-to-one, face-to-face interview

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 <sup>st</sup> marking	✓2 <sup>nd</sup> marking
<b>Outcome 1</b> Prepare to be interviewed in an informal, one-to-one, face-to-face interview.				
1.1 The purpose of the interview and topics likely to be discussed are stated.	Purpose and topics <b>Pg. 5</b>	The candidate has correctly stated the purpose of the interview and at least two topics that are likely to be discussed.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The roles of participants at an informal interview are described.  <b>Range:</b> roles may include but are not limited to – needs, expectations.	Roles for both participants <b>Pg. 6</b>	The candidate has accurately described the roles of each participant in the interview.  The candidate's description may have included but was not limited to the needs and expectations of each participant.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Barriers to effective communication are identified.  <b>Range:</b> barriers may include but are not limited to – verbal, non-verbal, status, culture, gender.	Barriers to communication <b>Pg. 7</b>	The candidate has identified at least two barriers to communication that they <b>REALISTICALLY</b> may encounter throughout the informal interview.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outcome 2</b> Be interviewed in an informal, one-to-one, face-to-face interview.				

2.1 Dress and behaviour are appropriate to the situation.	Video evidence or the Observation Sheet on page 11 complete.	The candidate's dress and behaviour were appropriate for the situation in which the informal interview took place.	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Interview questions are responded to clearly and accurately.	Video evidence or the Observation Sheet on page 11 complete.	The candidate answered questions in the interview clearly and accurately.	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Tone, eye contact, and posture fit the situation and relationship between participants.	Video evidence or the Observation Sheet on page 11 complete.	The candidate used appropriate tone, eye contact and posture for relationship between the participants and the situation.	<input type="checkbox"/>	<input type="checkbox"/>

**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.

Name:		Signature:	
Date:			

## For Observer to Complete

<b>Observation Sheet 1293v7</b>		
<b>Evidence Requirements</b>	<b>Guidelines</b>	<b>Assessor Comments (these must be completed)</b>
2.1 Dress and behaviour are appropriate to the situation.	<div style="text-align: right;"><input type="checkbox"/></div> <p>The candidate's dress and behavior were appropriate to the situation of the informal interview.</p>	Please provide a description of how the candidate's dress and behavior were appropriate to the situation, using examples.
2.2 Interview questions are responded to clearly and accurately.	<div style="text-align: right;"><input type="checkbox"/></div> <p>The candidate answered the interview questions clearly and accurately.</p>	Provide examples of the candidate answering questions clearly and accurately.
2.3 Tone, eye contact, and posture fit the situation and relationship between participants.	<div style="text-align: right;"><input type="checkbox"/></div> <p>The following communication factors fit the situation and relationship between the participants of the interview:</p> <ul style="list-style-type: none"> <li>• Tone <input type="checkbox"/></li> <li>• Eye contact <input type="checkbox"/></li> <li>• Posture <input type="checkbox"/></li> </ul>	Provide examples of the candidate utilizing tone, eye contact and posture appropriately to fit the situation and relationship between participants.
Observer Name:		Signature:
Date:		

