

Unit Standard 10791 Assessment

Version 5

Level 2

Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____

But I wear swannies to all my informal meetings

This is way too informal!



Participate in an informal meeting

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
10791v 5		

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 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.

Throughout the course of your Duke of Edinburgh's Silver Award, you are going to participate in an informal meeting. There are a range of instances where this may happen; with your observer, during the preparation phase of your Adventurous Journey, as part of your service or in relation to a physical activity.

This assessment requires you to be observed participating in an informal meeting. It is good practice to film this, however if that is not viable you can give your observer (the other participant in the informal meeting) the Observer's Checklist which when completed will be sufficient evidence.

Describe the situation in which your informal meeting is happening.

Note: You must play a large role in the meeting, you must contribute at least 40% of the information during the meeting

Outcome 1: Participate in an informal meeting

Differences Between Formal and Informal Meetings

When we are preparing to participate in an informal meeting, it is easy to over prepare and begin to treat it like a formal meeting. To minimise the danger of this, it is important to be able to identify the differences and similarities between formal and informal meetings so we can differentiate between the two and ensure that we are behaving as expected.

Identify the similarities between informal and formal meetings (at least two).

Identified similarities may relate to but are not limited to:

- *Objectives*
- *Roles*
- *Behavioural expectations*

Identify the differences between informal and formal meetings (at least two).

Identified differences may relate to but are not limited to:

- *Objectives*
- *Roles*
- *Behavioural expectations*

Participate in an Informal Meeting

You must now be observed participating in an informal meeting. You must ensure that your contributions and responses are relevant to the purpose, subject matter and context of the informal meeting.

Throughout the informal interview, you must:

- Explain your own views on the subject matter of the informal interview
- Comment on someone else's views on the subject matter of the informal interview

Your verbal and non-verbal communication must fit the situation and subject matter.

Remember that this is an informal meeting, so you do not necessarily need to dress, speak and act formally.

However, you must be polite and respectful.

Good luck and have fun!

For Capital Training to Complete Only

Assessment Schedule for Unit 10791 v5 L2 C3

Participate in an informal meeting

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1 Participate in an informal meeting.				
<p>1.1 Similarities and differences between informal and formal meetings are identified.</p> <p>Range may include but is not limited to – objectives, roles, behavioural expectations.</p>	<p>Identification of similarities and differences between formal and informal meetings.</p>	<p>The candidate has identified at least two similarities and two differences between formal and informal meetings.</p> <p>The identified similarities and differences may relate to but are not limited to:</p> <ul style="list-style-type: none"> • Objectives • Roles • Behavioural expectations 	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.2 Contributions and responses relevant to the meeting are made, and fit the context and the subject matter.</p> <p>Range explanation of own views, comment on someone else's views.</p>	<p>Completed observer's checklist</p> <p>OR</p> <p>Film</p>	<p>The candidate contributed and responded to contributions in accordance with the context and subject matter of the informal meeting.</p> <p>The candidate explained their own views on the topic of the informal meeting and responded to someone else's view on the topic.</p> <p>The candidate was relaxed and informal in their manner and vocabulary while remaining respectful and polite.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.3 Verbal and non-verbal communication fit the situation and subject matter.</p>	<p>Completed observer's checklist</p> <p>OR</p>	<p>The candidate used verbal and non-verbal communication in a way</p>	<input type="checkbox"/>	<input type="checkbox"/>

	Film	that that fit the situation and subject matter. Their vocabulary and body language were relaxed and polite.		
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For Observer to Complete		
Assessor Observation Sheet		
10791v5		
Guidelines	✓	Assessor Comments
The candidate contributed an explanation of their views of a relevant topic during the informal meeting.	<input type="checkbox"/>	Provide an example of this.
The candidate's contribution was made in a fashion that was relevant and fit the context and subject matter of the informal meeting.	<input type="checkbox"/>	Provide an example of this.
The candidate responded to someone else's views on a relevant topic in the informal meeting.	<input type="checkbox"/>	Provide an example of this.
The candidate's response to someone else's contribution was made in a fashion that was relevant and fit the context and subject matter of the meeting.	<input type="checkbox"/>	Provide an example of this.
The candidate's verbal communication was relaxed, polite and respectful; in accordance with the situation and subject matter.	<input type="checkbox"/>	Provide an example of this.
The candidate's non-verbal communication was relaxed, polite and respectful; in accordance with the situation and subject matter.	<input type="checkbox"/>	Provide an example of this.

Observer's Attestation:

The candidate's performance and knowledge is at a sufficient level to pass this observation. The observation 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:	Click here to enter text.	Signature:	
Date:	Click here to enter a date.		

