

# **Learner Assessment Guideline**

## **Unit 3494**

### **Write a record of a formal meeting**

**Level 3: Credit 3: Version 2**

## Learner Assessment Instructions

This is your Learners Assessment Pack for Write a record of a formal meeting. This is a Level 3 Unit Standard. This unit is worth 3 Credits.

### This pack contains:

- Written task sheets for you to complete.
- The evidence guide that the assessor will use to assess your competence
- Checklists for observers to use

### Assessment Tasks

The assessment tasks are designed to show your assessor that you can:

- The assessment task is designed to show your assessors that you can write a record of a formal meeting to the specified standard.
- You will need to provide copies of records of at least two meetings to the assessor. These two meetings can be drawn from the meetings that you would normally record as part of your job. You will be assessed after you have been given the opportunity to edit and proof read your work.
- The unit standard may be assessed along with Unit 1279 'Write in plain English'.
- Confidential information needs to be protected in terms of the Privacy Act. Please delete any information which could lead to the identification of any individual (other than yourself).
- Your assessor may contact you to obtain clarification and expansion of some points, following the submission of these written meeting records.

*Sfrito would like to acknowledge the Public Services Training Organisation (PSTO) for the use of their Evidence Guides.*

### What do I do now?

- ✓ Read through all the information contained in this Pack.
- ✓ Familiarise yourself with each Assessment Task and the instructions.
- ✓ Contact your assessor, if necessary, to clarify anything you are unsure of.
- ✓ Complete the assessment tasks as agreed on with your assessor.
- ✓ Contact your assessor when you have finished the assessment tasks.
- ✓ Make sure you keep a written copy of your completed assessment task if you are sending the original copy to your assessor.

## **Task One: Introduction**

This assessment is designed to assess your ability to write a record of a formal meeting.

## **Task One: Instructions**

You need to demonstrate that you can:

- Take notes without disrupting the meeting unnecessarily.
- Ensure that minutes contain all of the following:
  - name of the body meeting
  - day and date
  - time of commencement and closure of meeting
  - place of meeting
  - apologies
  - those attending and in attendance
  - matters covered
  - business transacted
  - decisions made
  - meeting adjournments.
- Clearly identify reports and documents presented during the meeting in the record of the meeting.
- Ensure the content, vocabulary, and tone fit the situation, the role of the record, and the intended audience.
- Ensure that formats, grammar, spelling, and punctuation conform to organisational requirements.
- For this assessment you should submit copies of records of at least two meetings.

## **Completion of the assessment for Task One will include:**

- Two signed attestation forms. One from a participant in each meeting. At least one should be from the chairperson.
- Copies of records from at least two meetings.

## Meeting Evidence Verification Form

Evidence Verifier's name: \_\_\_\_\_

Position held: \_\_\_\_\_

Organisation name: \_\_\_\_\_

Learner's name: \_\_\_\_\_

Learner's ROL: \_\_\_ / \_\_\_ / \_\_\_ and/or Date of birth: \_\_\_ / \_\_\_ / \_\_\_

Unit standard(s) number & title: \_\_\_\_\_

\_\_\_\_\_

National Certificate (level & version): \_\_\_\_\_

Name of Meeting Participant / Chairperson: \_\_\_\_\_

I verify that the learner was observed performing the following:

Evidence Collected/Observed	Yes/No	Comments
<b>Meeting One:</b>		
Did the minute taker disrupt the meeting unnecessarily?		
I affirm that the attached records of a formal meeting were recorded by the candidate.		
<b>Meeting Two:</b>		
Did the minute taker disrupt the meeting unnecessarily?		
I affirm that the attached records of a formal meeting were recorded by the candidate.		

I verify that the evidence meets assessment requirements and standards set by the organisation for content and layout.

I understand the implications and agree to comply with the requirements of the Privacy Act 1993 and any subsequent amendments.

Evidence Verifier signature: \_\_\_\_\_

Assessor name: \_\_\_\_\_

Assessor signature: \_\_\_\_\_

Date received by assessor: \_\_\_\_\_

## Unit 3494v2 Learner Evidence Guide

### Write a record of a formal meeting

Element/Task	
Task 1, Element 1	Evidence required
Attestation	<ul style="list-style-type: none"><li>➤ Two signed attestations including at least one from the chairperson to authenticate work and meet requirements.</li></ul>
Formal Meeting Records	<p>2 required. Each to meet all of the following requirements:</p> <ul style="list-style-type: none"><li>➤ The learner took notes without disrupting the meeting unnecessarily. (check attestations for evidence.)</li><li>➤ That minutes contain all the following:<ul style="list-style-type: none"><li>- name of the body meeting.</li><li>- day and date.</li><li>- time of commencement and closure of meeting.</li><li>- place of meeting.</li><li>- apologies.</li><li>- those attending and in attendance.</li><li>- matters covered.</li><li>- business transacted.</li><li>- decisions made.</li><li>- meeting adjournments.</li></ul></li><li>➤ Reports and documents presented during the meeting are clearly identified in the record of the meeting.</li><li>➤ The content, vocabulary, and tone fit the situation, the role of the record, and the intended audience.</li><li>➤ That formats, grammar, spelling, and punctuation conform to organisational requirements.</li></ul>