



ASSESSMENT MATERIAL EVIDENCE GUIDE Qualification LEN0101.v1 Level: 1 Credit: 2 Version: 1	LEN0101B.v1 Communicate in different work contexts																																													
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ASSESSMENT AND ASSESSOR DETAILS	<table><tr><td>Competent</td><td>☐</td><td>Not Yet Competent</td><td>☐</td></tr><tr><td>Assessment</td><td>☐</td><td>Re-Assessment</td><td>☐</td></tr><tr><td>Assessor Name:</td><td colspan="3">Assessor Code</td></tr><tr><td>Assessor Signature</td><td colspan="3">Date</td></tr><tr><td></td><td></td><td>DD</td><td>MM</td></tr><tr><td></td><td></td><td>YYYY</td><td></td></tr></table>	Competent	☐	Not Yet Competent	☐	Assessment	☐	Re-Assessment	☐	Assessor Name:	Assessor Code			Assessor Signature	Date					DD	MM			YYYY																						
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ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC																																													
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ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:					FATHER NAME:		
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COMMUNICATE IN DIFFERENT WORK CONTEXTS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓	✓			- Answer all questions in the knowledge assessment on the following topics: - Gather, convey and receive information - Apply routine face-to-face communication - Apply visual communication - Complete relevant work related documents		
Other Requirements	✓	✓	✓	✓	- All learner log books and formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Any work completed as course assignments - Any completed written report/s on work related topic - Completed relevant work documents including: - Work forms - Job cards		

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CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Gather, convey and receive information
- Apply routine face-to-face communication
- Apply visual communication
- Complete relevant work related documents

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Gathering, conveying and receiving information: ✓ Gather, receive and respond verbal and written actions ✓ Convey instructions ✓ Clarify understanding by asking questions • Applying routine face-to-face communication: ✓ Receive and follow routine instructions ✓ Access and interpret information from a range of sources ✓ Complete verbal and/or written reporting • Applying visual communication: ✓ Obtain and acknowledge attention of communicating parties ✓ Clarify and confirm the intention of visual communication
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments • Any completed written report/s on work related topic • Completed relevant work documents including: ○ Work forms ○ Job cards

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ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:		
	- Gathering, conveying and receiving information: ✓ Gather, receive and respond verbal and written actions ✓ Convey instructions ✓ Clarify understanding by asking questions		
	- Applying routine face-to-face communication: ✓ Receive and follow routine instructions ✓ Access and interpret information from a range of sources ✓ Complete verbal and/or written reporting		
	- Applying visual communication: ✓ Obtain and acknowledge attention of communicating parties ✓ Clarify and confirm the intention of visual communication		
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; ○ Observations ○ Demonstrations ○ Questions and recorded answers - Any work completed as course assignments - Any completed written report/s on work related topic - Completed relevant work documents including: ○ Work forms ○ Job cards		

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LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipments. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate