# TAELLN411 Project 1 – Question 1: Unpacking the ACSF core skills

ACSF Core skills (Learning, Reading, Writing, Oral Communications and Numeracy) that are explicitly written into the unit of competence are identified and described in the Foundation Skills mapping table of all units of competency. These embedded core skills listed on the foundation skills table within the unit. You can see examples of this by looking at any unit of competency and scrolling down to the Foundation Skills. When core skills are implied within the P.C. – they are not listed in the Foundation Skills mapping table, an example of this is in the Community Services units (CHC) and the Foundation Skills units (FSK).

In Project 1 – you will be unpacking the core skills for the unit BSBCMM411 Make presentations. This unit is primarily from the Certificate IV in Business. Before you attempt Project 1 assessment you are required to read the BLUEPRINT Training Manual for TAELLN411 and view the videos. If in doubt – refer again to page 24 – 29 of the TAELLN411 Training Manual.

There are 4 steps to complete this document.

1. Unpack the ACSF core skills for each P.C. – using the Foundation Skills mapping table
2. Identify any additional ACSF core skills that are not listed on the Foundation Skills mapping – that are relevant to this unit
3. List activities that may be used in training and assessment of this unit for each P.C. *(e.g. – PC1.1 research the audience, research the topic, create a session plan)*
4. Read and determine the ACSF level for each ACSF core skill for this unit. (These results will be used in the student profiles (Question 3 of project 1)

# Step 1. – Using the Foundation Skills mapping – unpack the ACSF core skills.

## **Foundation Skills**

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

|  |  |  |
| --- | --- | --- |
| **SKILL** | **PERFORMANCE**  **CRITERIA** | **DESCRIPTION** |
| Reading | Note: - the unit of competency does not map the skills to the PCs – you need to decide where each of these skills might be used. | * Reviews and analyses documents to identify information relevant to a specific presentation |
| Writing | * Develops material to convey ideas and information to target audience in an engaging way |
| Oral Communication | * Presents information using words and non-verbal features appropriate to the audience and context * Uses listening and questioning techniques to gather information required to develop or modify presentations |

List the ACSF core **skill** (reading, writing or oral communication) against the relevant Performance criteria in the table below – Step 1.

# Step 2. – Review each PC and determine if any other ACSF core skills (learning or numeracy) are embedded in the PC.

# Step 3. – Suggest activities for training and assessment in the table below against each P.C.

| **BSBCMM411 Make presentations** | | | | |
| --- | --- | --- | --- | --- |
| ELEMENT | PERFORMANCE CRITERIA | Step 1.  ACSF CORE SKILLS | Step 2  Additional  CORE SKILLS | Step 3. ACTIVITIES, TRAINING AND ASSESSMENT |
| 1 Prepare presentation | 1.1 Plan presentation approach and intended outcomes |  |  |  |
| 1.2 Identify target audience, location and resources requirements |  |  |  |
| 1.3 Select presentation strategies, format and delivery methods according to presentation requirements |  |  |  |
| 1.4 Select techniques to evaluate presentation effectiveness |  |  |  |
| 2 Deliver presentation | 2.1 Summarise key concepts and ideas and present to target audience |  |  |  |
| 2.2 Provide opportunity for audience to seek clarification on presentation information |  |  |  |
| 2.3 Confirm target audience understand key concepts and ideas, and that identified presentation objectives have been achieved |  |  |  |
| 3 Review presentation | 3.1 Evaluate effectiveness of the presentation |  |  |  |
| 3.2 Seek and discuss feedback and any reactions to the presentation from participants and relevant stakeholders |  |  |  |
| 3.3 Make changes to presentation based on feedback received |  |  |  |

# Step 4. **At what level are each of the ACSF core skills required for this unit?**

# **To do this you will need to refer to the ACSF document. (This can be downloaded from the resource folder) and look at the description provided in the foundation skills mapping table on page 1 above. Then using the ACSF table – read the description of the level of the ACSF core skill until you find a match to the description provided.**

|  |  |  |
| --- | --- | --- |
| ACSF CORE SKILL | LEVEL | JUSTIFICATION/EXPLANATION |
| Learning |  | e.g. Copy and paste the description of the level you have determined from the ACSF for Learning |
| Reading |  | e.g. Copy and paste the description of the level you have determined from the ACSF for Reading |
| Writing |  | e.g. Copy and paste the description of the level you have determined from the ACSF for Writing |
| Oral Communication |  | e.g. Copy and paste the description of the level you have determined from the ACSF for Oral Communication |
| Numeracy |  | e.g. Copy and paste the description of the level you have determined from the ACSF for Numeracy |

You will use the ACSF core skill levels in Question 3 of Project 1 when you create the student profiles.