## Assessment Cluster Project 4 - Unpacking a Unit of Competence for RPL

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| **Competency Code** | **BSBCMM411** | **Competency Name** | **Make presentations** | |
| **Element** | **Performance Criteria** | | | **Evidence Ideas - Indicate as D = Direct / ID = Indirect / S = Supplementary** |
| 1 Prepare a 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 a 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 the 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 | | |  |
| **Knowledge Evidence** | information collection methods that support review and feedback of presentations | | |  |
| organisational and legislative obligations and requirements relevant to presentations | | |  |
| structure of presentations according to intended outcomes | | |  |
| principles of effective communication including:   * persuasive communication techniques * verbal and non-verbal communication | | |  |
| presentation methods | | |  |
| different aids, materials and techniques that can be used for presentations. | | |  |
| **Performance Evidence** | prepare and deliver at least two different presentations. | | |  |
| use aids and materials to support the presentation | | |  |
| select and implement methods to review the effectiveness of presentation and document suggested improvements. | | |  |