

Instruction Sheet for the Candidate

Qualification	Communication Assistant (Content Writing)
Competency Standard	Represent the company professionally
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 02 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Adopt electronic communication methods • Keep website up-to-date
Time: 02 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Adopt electronic communication methods</p> <ol style="list-style-type: none"> 1. Update regularly the clients of the company about all the companywide news via social media. 2. Adopt a secure instant messaging service for the fastest communication. 3. Generate newsletters on monthly/weekly basis <p>Keep website up-to-date</p> <ol style="list-style-type: none"> 4. Present information on the site for your clients. 5. Update the new information for the clients in timely fashion

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Communication Assistant (Content Writing)
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Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Adopt electronic communication methods • Keep website up-to-date

I can.....

Performance Criteria	Yes	No
1. Update regularly the clients of the company about all the companywide news via social media.	<input type="checkbox"/>	<input type="checkbox"/>
2. Adopt a secure instant messaging service for the fastest communication.	<input type="checkbox"/>	<input type="checkbox"/>
3. Generate newsletters on monthly/weekly basis	<input type="checkbox"/>	<input type="checkbox"/>
4. Present information on the site for your clients.	<input type="checkbox"/>	<input type="checkbox"/>
5. Update the new information for the clients in timely fashion	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Communication Assistant (Content Writing)
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Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none"> Adopt electronic communication methods Keep website up-to-date 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Update regularly the clients of the company about all the companywide news via social media.			
2.	Adopt a secure instant messaging service for the fastest communication.			
3.	Generate newsletters on monthly/weekly basis			
4.	Present information on the site for your clients.			
5.	Update the new information for the clients in timely fashion			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Communication Assistant (Content Writing)
Competency Standard	Represent the company professionally
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is newsletter?		
2.	What are popular social media platforms?		
3.	Define press release.		

4.	What is meant by updates of website?		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____