

## Instruction Sheet for the Candidate

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 4</b>
<b>Competency Standard</b>	Manage the meetings
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name _____ Registration/Roll Number _____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• CU1. Prepare for meetings</li> <li>• CU2. Conduct meetings</li> <li>• CU3. Follow up meetings</li> </ul>
<b>Time: 04 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>CU1. Prepare for meetings</b>  P1. Develop an agenda in line with the stated meeting purpose  P2. Ensure the style and structure of the meeting are appropriate to its purpose  P3. Identify meeting participants and notify them in accordance with organizational procedures  P4. Confirm meeting arrangements in accordance with the requirements of meeting  P5. Dispatch meeting working papers to participants within designated timelines</p> <p><b>CU2. Conduct meetings</b>  P1. Conduct meetings in accordance with organizational requirements, agreed conventions for type of meeting and legal and ethical requirements  P2. Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes  P3. Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues  P4: Record minutes of meeting in accordance with organizational requirements.  P4.Brief other minute-taker on method for recording meeting minutes in accordance with organizational requirements and conventions for type of meeting</p> <p><b>CU3. Follow up meetings</b>  P1. Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with</p>

	<p>organizational procedures and meeting conventions</p> <p>P2. Distribute and store minutes and other follow-up documentation within designated timelines, and according to organizational requirements</p> <p>P3. Report outcomes of meetings as required, within designated timelines</p>
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## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 4</b>
<b>Competency Standard</b>	Manage the meetings
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• CU1. Prepare for meetings</li> <li>• CU2. Conduct meetings</li> <li>• CU3. Follow up meetings</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
<b>P1.</b> Develop an agenda in line with the stated meeting purpose	<input type="checkbox"/>	<input type="checkbox"/>
<b>P2.</b> Ensure the style and structure of the meeting are appropriate to its purpose	<input type="checkbox"/>	<input type="checkbox"/>
<b>P3.</b> Identify meeting participants and notify them in accordance with organizational procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>P4.</b> Confirm meeting arrangements in accordance with the requirements of meeting	<input type="checkbox"/>	<input type="checkbox"/>
<b>P5.</b> Dispatch meeting working papers to participants within designated timelines	<input type="checkbox"/>	<input type="checkbox"/>
<b>P6.</b> Conduct meetings in accordance with organizational requirements, agreed conventions for type of meeting and legal and ethical requirements	<input type="checkbox"/>	<input type="checkbox"/>
<b>P7.</b> Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes	<input type="checkbox"/>	<input type="checkbox"/>
<b>P8.</b> Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues	<input type="checkbox"/>	<input type="checkbox"/>
<b>P9.</b> Record minutes of meeting in accordance with organizational requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P10.</b> Brief other minute-taker on method for recording meeting minutes in accordance with organizational requirements and conventions for type of meeting	<input type="checkbox"/>	<input type="checkbox"/>
<b>P11.</b> Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organizational procedures and meeting conventions	<input type="checkbox"/>	<input type="checkbox"/>
<b>P12.</b> Distribute and store minutes and other follow-up documentation within designated timelines, and according to organizational requirements	<input type="checkbox"/>	<input type="checkbox"/>

<b>P13.</b> Report outcomes of meetings as required, within designated timelines	<input type="text"/>	<input type="text"/>
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Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgment Guide

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 4</b>
<b>Competency Standard</b>	Manage the meetings
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

<b>Assessment Summary (to be filled by the assessor)</b>							
<b>Activity</b>	<b>Method</b>					<b>Result</b>	
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"> <li>• CU1. Prepare for meetings</li> <li>• CU2. Conduct meetings</li> <li>• CU3. Follow up meetings</li> </ul>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Develop an agenda in line with the stated meeting purpose			
2.	Ensure the style and structure of the meeting are appropriate to its purpose			
3.	Identify meeting participants and notify them in accordance with organizational procedures			
4.	Confirm meeting arrangements in accordance with the requirements of meeting			
5.	Dispatch meeting working papers to participants within designated timelines			
6.	Conduct meetings in accordance with organizational requirements, agreed conventions for type of meeting and legal and ethical requirements			
7.	Conduct meetings to ensure they are focused, time efficient and achieve the required outcomes			
8.	Ensure meeting facilitation enables participation, discussion, problem-solving and resolution of issues			
9.	Record minutes of meeting in accordance with organizational requirements.			
10.	Brief other minute-taker on method for recording meeting minutes in accordance with organizational requirements and conventions for type of meeting			
11.	Check transcribed meeting notes to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organizational procedures and meeting conventions			
12.	Distribute and store minutes and other follow-up documentation within designated timelines, and according to organizational requirements			
13.	Report outcomes of meetings as required,			

	within designated timelines			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 4</b>
<b>Competency Standard</b>	Manage the meetings
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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 management means?		
2.	Why is it so important to manage a meeting?		



3.	How do you lead a good team meeting?		

<b>Feedback to the Candidate</b>	
<b>Candidate's Signature</b> _____	<b>Assessor's Signature</b> _____