



Unit Assessment Record (UAR)

Communication : Presenting Complex

Communication for Vocational Purposes (D5P3 04)

Credit Value: 1

NB: After entering your personal details please pass this document to your tutor for completion and eventual return to COLU. You may wish to retain a copy for your own use.

TITLE:	SURNAME:	UNIT TUTOR:
FORENAME(s):	CENTRE:	
HOME ADDRESS:	ADDRESS:	
.....	
.....	
POST CODE:	POST CODE:	
HOME TEL:	TEL NO:	
WORK TEL:	FAX NO:	
FAX NO:	E-MAIL:	
E-MAIL:	CENTRE CONTACT:	

SQA REG. NO:	UNIT START DATE:
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AUTHENTICATION OF EVIDENCE – INTERVIEW	DATE:
PORTFOLIO OF EVIDENCE AVAILABLE	<input type="checkbox"/>
EVIDENCE AUTHENTICATED	<input type="checkbox"/>
ALL OUTCOMES SATISFIED	<input type="checkbox"/>
Please initial as appropriate	
NOTES:	
.....	
.....	
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GRADE		
	PASS	MERIT
FINAL GRADE:	<input type="checkbox"/>	<input type="checkbox"/>
Please initial as appropriate		
ASSESSOR:	DATE:	



FOR COLU USE ONLY

VERIFIER:..... DATE:

ASSESSMENT TASKS The table below shows how each assessment task relates to the unit outcomes and performance criteria, it also indicates the evidence which should be retained for external verification.

Outcome	PC	Assessment task	Evidence to be retained
1	a-e	Production of a complex written business document	One piece of writing covering all performance criteria (e.g. project report or project proposal)
2	a-g	Formal presentation on a complex vocational issue	Checklists, commentary and recording
3	a-e	Participation in a formal meeting Production of documentation for a meeting	Checklist and written documentation (e.g. notification, agenda, minutes)

Outcome 1 Produce a complex business document

	Achieved	
	Initial	Date
Performance criteria		
(a) The purpose of the document is clearly expressed		
(b) The document has a logical structure and content is relevant to purpose		
(c) Vocabulary and register are appropriate to purpose and audience		
(d) Conventions of layout, format and use of language of the chosen business document are used correctly and consistently		
(e) Spelling, punctuation and syntax are used accurately		

Outcome 2 Deliver a formal presentation on a complex vocational issue

	Achieved	
	Initial	Date
Performance criteria		
(a) The information included in the oral presentation is relevant to purpose and audience		
(b) The oral presentation is logically organised and the structure is made clear through oral signposting and speech markers		
(c) The complex vocational issue is analysed clearly		
(d) Register, style and format are appropriate to purpose and audience		
(e) Tone, pace and voice projection used are appropriate to purpose and audience		
(f) Non-verbal communication is appropriate to purpose and audience		
(g) The use of visual aids supports the purpose and content of the oral communication		

Outcome 3 Organise and participate in a formal meeting

	Achieved	
	Initial	Date
Performance criteria		
(a) A notice of meeting and agenda are produced for a specific purpose		
(b) An agenda item for a formal meeting is prepared and presented effectively		
(c) Responses to the contribution of others help to progress the discussion effectively		
(d) Non-verbal communication is appropriate for a formal meeting		
(e) The record produced of the proceedings of a meeting is clear and accurate and follows standard conventions		

OBERVATION CHECKLISTS

Outcome 2 Deliver a formal oral presentation on a complex vocational issue

Achieved ✓ Not achieved ✗

Candidate:

Coverage of Performance Criteria	Comment	
(a) and (c) Content: relevant adequate coherent clear analysis of topic/issue		
(b) Structure: logical clear linkages points clearly differentiated		
(d) Conventions appropriate to purpose and audience: register style format		
(e) Delivery appropriate to purpose, audience and setting: tone pace voice projection		
(f) Non-verbal communication: appropriate posture appropriate gesture		
(g) Visual aids: appropriate use relevant supportive		

***Observed by:** **Signature:** **Date:**

Outcome 3 Organise and participate in a formal meeting
Performance criteria (b), (c) and (d)

Achieved ✓ Not achieved ✗

Candidate:

Coverage of Performance Criteria	Comment	
(a) Effective presentation: Appropriate tone Appropriate register Clear voice		
(b) Effective preparation: Coherently structured views Logical stance Relevant details included		
(c) Interaction with others: Appropriate vocabulary Polite and considerate Active listening skills Requested feedback from others Responded to questions		
(d) Non-verbal communication Appropriate posture Appropriate gesture Response to others		

***Observed by:** **Signature:** **Date:**

*Completed Witness Authority forms must accompany the UAR if the observer of the presentation or meeting was not the assessor.

MERIT RECORD

Merit criteria	Comment	Pass/ Merit	
<ul style="list-style-type: none"> Varied language use <p>(outcomes 1, 2 and 3)</p>			
<ul style="list-style-type: none"> Professional standard documentation <p>(outcomes 1, 2 and 3)</p>			
<ul style="list-style-type: none"> Use of graphical information <p>(outcomes 1 and 2)</p>			Date and Initial
Candidate:		Overall Grade	