**Student RPL Oral Requirements Assessment**

**Operate application software packages (ICTICT203)**

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| **Business Unit/Work Group**  | Library Studies |
| **Qualification Code** | National Code: BSB42115TAFE SA Code: TP00894 | **Qualification Title** | Certificate IV Library and Information Services |
| **Unit Code/s** | ICTICT203 | **Unit Title/s** | Operate application software packages |
| **Assessment Task Title** | **Student RPL Oral Requirements Assessment** |
| **RPL Coordinator Name** | Jane Lawn | **Date** | 2020 Academic Year |

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| **Assessor Instructions for Written Assessment** |
| **Instructions**  | * For this RPL assessment the student will be required to attend an oral interview with the assessor (either over the phone or in-person at TAFE SA – Adelaide). They are to complete the questions in the assessment (see following page).
* The student is to email this Assessment/Interview document to their assessor on completion of their oral interview.
* The solutions are by judgement of the assessor.
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| **Time allowed** | 15 minutes to orally confirm work requirements |
| **Location** | Via telephone or in-person at TAFE SA (Adelaide Campus) |
| **Decision making rules** | To receive a satisfactory outcome for this assessment the student must attend the interview (in-person or over the phone) and complete all questions correctly. Oral Interview assessed by the criteria on the next page. |
| **Assessment conditions** | * Students can access any resources
* The directions given for assessment must be followed precisely to complete the assessment
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| **Resources required** | * RPL Assessment Kit to be provided to student prior to interview.
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| **Assessment Retention** | * Documentation including supporting paper/forms must be retained in accordance with the TAFESA Assessment Retention Schedule.
* **All submissions must be sent to Jane Lawn, Library Studies at** **jane.lawn@tafesa.edu.au**.
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**RPL ORAL INTERVIEW/ASSESSMENT**

**TO BE CONDUCTED VIA PHONE OR IN-HOUSE AT TAFE SA**

**RPL ASSESSMENT – STUDENT TO COMPLETE**

**Important:** Please ensure you contact your assessor to arrange a convenient time for your in-person or telephone interview (30 minutes maximum).

Please copy the following Microsoft Word, Excel and Power Point Assessments to a separate Microsoft Word document, answer each question carefully and then email back to your assessor after your oral interview. Please ensure you include your name and student ID in the document.

**MICROSOFT WORD ASSESSMENT**

* What is the purpose of the documents you will create in your Word Assessment?
* In the 2UAP iREAD Book Shop scenario, who are you creating the mail merge letters for?
* Do you understand what the provided Style Guide is for?
* Do you understand the requirements of the report?
* Do you have any other questions?

**MICROSOFT EXCEL ASSESSMENT**

* What is the purpose of the documents you will create in your Excel Assessment?
* In the 2UAP iREAD Book Shop scenario, who are you creating the Opening Night Sales for?
* Do you understand the chart must be linked not pasted?
* Do you understand there must be absolute referencing in the Wages sheet?
* Do you have any other questions?

**MICROSOFT POWER POINT ASSESSMENT**

* What is the purpose of the presentation you will create in your PowerPoint Assessment?
* In the 2UAP iREAD Book Shop scenario, who are you creating the presentation for?
* Do you understand the chart must be linked not pasted?
* Do you understand all of the requirements of the presentation?
* Do you have any other questions?

**RPL ASSESSMENT REQUIREMENTS – ASSESSOR TO COMPLETE**

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| **Name of Student:**  |
| **Date/Time of RPL Oral Interview:**  |
| **Does the candidate meet the following criteria?** | **Yes** | **No** | **Assessor Comments** |
| * Effectively engaged in discussion with the Assessor
* Uses simple, relevant language, effective questioning, and active listening techniques to clarify work requirements and obtain feedback
* Demonstrated knowledge of simple relevant language.
* Demonstrated knowledge of effective listening and active listening techniques to elicit views and opinions of Assessor in discussion.
* Used effective speaking and listening techniques.
* Student successfully determined whether the message is getting across.
* Student successfully determined when it is his or her turn to become the listener or speaker.
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