

Assessed Work cover sheet
Standard 26625: Actively participate in spoken interactions
 Level 1, Credits 3, Version 6

This cover sheet **must** be completed and signed, and accompany each learner's naturally occurring evidence submitted for national external moderation.

Learner name: _____ Learner NSN: (optional) _____

Education organisation: _____

Enclose the observation sheets or visual digital recordings of each interaction with this cover sheet.

Briefly describe the situation and activity in which each interaction occurred: (e.g. On-job interaction – serving customer at canteen)			
Interaction 1:	Interaction 2:	Interaction 3:	
Specify the purpose of each interaction: (e.g. To find out customer's order and take payment)			
Interaction 1:	Interaction 2:	Interaction 3:	
Identify the other participant(s) in each interaction by relationship to learner: (e.g. Customer)			
Interaction 1:	Interaction 2:	Interaction 3:	
Indicate date of each interaction: (Explanatory Note 3)			
Interaction 1:	Interaction 2:	Interaction 3:	
Where digital visual recordings of learner evidence are submitted, indicate the place(s)/ section(s) in each recording the evidence on which the assessment decision is based occurs:			
Interaction 1:	Interaction 2:	Interaction 3:	

Notes: All evidence requirements are to be met **in each of** three interactions.
 Refer to page 2 of this cover sheet for judgement statements for standard 26625.

Attestation: I attest that: the information given in this cover sheet is accurate; the learner actively participated in each interaction without undue assistance; the cultural identity and norms of participants, which may influence how they participate in interactions, have been taken into account in making this assessment decision (Explanatory Note 5).

Overall result (tick one)

Achieved - I am satisfied that the learner has demonstrated an ongoing transferable competency **against the standard as a whole** as per the standard requirements.

Not achieved - The learner has not yet demonstrated an ongoing transferable competency against the standard as a whole as per the standard requirements.

Assessor: Name: _____ Date: _____

Signature: _____

Judgement statements / Checklist for portfolio evidence collection

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Outcome 1: Actively participate in spoken interactions

Performance Criteria	Across the interactions, check that:	Indicate where evidence occurs:		
		Interaction 1 ✓(Y)	Interaction 2 ✓(Y)	Interaction 3 ✓(Y)
1.1	the learner's behaviours demonstrate active participation in the interaction: <ul style="list-style-type: none"> the learner has used non-verbal behaviours demonstrating active participation the learner has contributed at least two ideas verbally the learner has sustained dialogue 			
Performance criteria	In each interaction, check that:	Interaction 1 ✓(Y)	Interaction 2 ✓(Y)	Interaction 3 ✓(Y)
1.2	the learner's participation is appropriate to intended purpose, in terms of the: <ul style="list-style-type: none"> learner's behaviour learner's language learner's tone 			
	the learner's participation is appropriate to participants, in terms of the: <ul style="list-style-type: none"> learner's behaviour learner's language learner's tone 			

Notes: Performance Criteria 1.1 and 1.2 must be met for each spoken interaction.

Standard requirements	Also check that:	✓/x or Yes/No
Purpose statement	all three spoken interactions are in English or New Zealand Sign Language	
Guidance Information 2	all three interactions have occurred under naturally occurring conditions (i.e. they were not generated in one-off assessment events designed specifically for the purpose of assessing this standard)	
Guidance Information 4	interactions are face-to-face, and include at least: <ul style="list-style-type: none"> one in a one-to-one situation, and one in a small-group situation (two may be by electronic medium) 	
Guidance Information 3	all three interactions reflect the listening and speaking demands of step/koru 4 of the <i>Listen and Speak to communicate</i> strand of the Adult Literacy Learning Progressions, and are of sufficient complexity and length to provide adequate evidence of competence	
Guidance Information 3	the learner has demonstrated an ongoing transferable competency against the unit standard as a whole – at actively participating in spoken interactions – over a period of at least one month	
Moderation submission requirements	from each interaction, learner evidence in the form of digital visual recordings or completed, signed and dated observation sheets (i.e. from observers) is supplied	
	where digital visual recordings are submitted, visual/digital evidence cover sheets are included.	