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| **Qualification Details** | | | |
| **Training Package Code & Title:** | ICT Information and Communications Technology (Release 8.1) | | |
| Qualification National Code & Title: | ICT50220 Diploma of Information Technology (Advanced Programming) | **State Code:** | AC21 |
| Qualification National Code & Title: | ICT50220 Diploma of Information Technology (Advanced Networking) | **State Code:** | AC20 |
| **Unit National Code and Title** | | **State Code:** | |
| **BSBCRT512** Originate and Develop Concepts | | **OCD69** | |

*Students to sign this document when submitting an assessment*

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| **Assessment description** | **AT1.2** – Portfolio Task 2 | | |
| **Assessment date** |  | | |
| **Student Name** | Samuel Bailey | | |
| **Student ID** | 30106121 | | |
| **Student Declaration** | I have read and understand the details of the assessment.  I have been informed of the conditions of the assessment and the appeals process.  I agree to participate in this assessment.  I certify that the attached is my own work.  SBailey | | |
| **Assessors Name** |  | | |
| **Date Due:** |  | **Date Submitted:** |  |

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| **ASSESSMENT FEEDBACK** | | | | |
| **Assessment Decision** | Attempt 1 | | ☐ Satisfactory | ☐ Not Yet Satisfactory |
| Attempt 2 | | ☐ Satisfactory | ☐ Not Yet Satisfactory |
| **Assessor Name** |  | | | |
| **Assessor Signature** |  | | **Date:** |  |
| **Feedback to student** | | | | |
| Feedback will be provided verbally and via Blackboard | | | | |
| **Student name** | |  | | |
| **Student’s signature** | |  | **Date:** |  |

*Continue to the next page…*

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| **INFORMATION FOR STUDENTS** | |
| Purpose of Assessment | This assessment evaluates your skills required to:   * Scope a business related issue to be resolved or developed * Generate and present solutions for the identified issue * Get feedback and refine a solution ready for implementation |
| Allowable materials | Weekly Readings, Class notes, Weekly Activities, Online Recourses |
| Required resources | Computer with:   * Internet access; * Word processing software; * Access to online learning system; |
| Assessment Presentation and Submission | For this second stage of the assessment you must complete each phase listed below, and submit any documentation as per requirements outlined in the assessment instructions  As part of the assessment you will be working in a team of 3-4 members who will give feedback and input on your individual work. Collaboration for presentation feedback is required – but work submitted must be student’s own work.  Final assessment documentation is to be uploaded to the appropriate area in the Blackboard course created for this class.  If you are marked as NYS (Not Yet Satisfactory) on your first attempt, you will be provided with another opportunity to re-attempt the assessment at the discretion of the lecturer. |

**Submission Checklist**

Please make sure you have all the following documents ready for submission:

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| **Student Name:** |  | **Date Observed:** |  |

| **Did the candidate demonstrate the following skills:** | **Yes** | **No** | **Assessor Comments:**  *(This section must contain lecturer’s notes/comments)* |
| --- | --- | --- | --- |
| **Phase 01** Developing a Presentation for your Concept |  |  |  |
| **Phase 02** Planning for Feedback |  |  |  |
| **Phase 03** Presenting your Concept |  |  |  |

**Assessment Instructions Phases (01-03):**

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| **Phase 01**  Developing a Presentation for your Concept (individual task) |

Now that you have developed your concept solution, assessed each factor that could affect its viability, and have brainstormed a final solution, it’s time to begin developing the materials you need to present the idea at a Board Meeting.

Using MS PowerPoint and MS Project, create a Presentation and Gantt chart for your concept, and attach it to this document for your submission.

**See Attached PPT**

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| **Phase 02**  Planning for Feedback (individual task) |

Once you have completed the Presentation and Gantt chart for your proposed concept, it’s time to being preparing for an important part of any presentation, especially for Stakeholders and / or Board Members, which is feedback.

You need to develop a feedback form to be handed out to your lecturer and fellow students (Electronically) for them to input feedback to be delivered back to you based on your presentation for later development.

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| **Phase 03**  Presenting your Concept (Team activity with student delivering presentation) |

Once you have completed your Presentation (Gantt chart included within), you will now be ready to present it to your team (role-playing as board members).

The board members will also be asking you verbal questions during your presentation, ensure you have rehearsed your concept and are prepared for this.

Feedback sheets should also be given out to participants prior to your presentation for them to fill out.

This presentation will be conducted as a Teams meeting

* Schedule the meeting (remember to set automatic record and transcribe)
* Send invites to your Team members and the lecturer.
* On completion download the mp4 of the meeting and submit with the assessment documents.

**See Attached MP4**

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| **STUDENT FEEDBACK**  Tell us what you think. Highlight the answers that apply and/or provide any additional comments regarding this assessment task. | | | |
| How long did it take you to complete this task? | | | |
| Did you understand what you had to do to complete this assessment? | Yes | Not sure | No |
| Did you understand how to complete this assessment? | Yes | Not sure | No |
| How would you rate the level of difficulty of the tasks? | Too easy | About right | Too difficult |
| Would you like to provide any other comments? | | | |