



*Presenting Information*  
*K/615/2285*

# *Assessment Workbook*

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SFEDI Enterprises Ltd t/a SFEDI Awards  
53 Coniscliffe Road  
Darlington  
County Durham  
DL3 7EH  
[www.sfedigroup.com](http://www.sfedigroup.com)

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# Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to identifying processes and procedures at work.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains two learning outcomes and will support you to be able to:

- Recognise the intended audience and the purpose of information presented at work
- Understand how to collect and present work-related data

The evidence within this workbook will be assessed by,

**Assessor Name:**

and will be quality assured by,

**Internal Quality Assurer Name:**

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

<b>Task</b>	<b>Target Date</b>	<b>Re-planned Target Date</b>
Completion of the activities included within this workbook		

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

**Learner Name:**

**Signature:**

**Date:**

**Assessor Name:**

**Signature:**

**Date:**

# Activities

## Activity 1

Using the table below, identify and describe a minimum of two types of information that circulates within a workplace

Type of information	How is it presented in order to suit its intended audience	How is it presented in order to suit its intended purpose

## Activity 2

If you are within a workplace it is important that you understand how to present information appropriately. Now it's time to have a go yourself.

Collect a set of straightforward data from two work-related sources and present it in a format suitable for its intended audience and purpose

What are the sets of data?


Who is the intended audience?


What is the intended purpose?


What format are you intending to use to present the information?


Why is the format you are intending to use appropriate to meet the needs of both the audience and its intended purpose?


Using the data that you have collected, present it in the format you have described above making sure to use ICT, and include copies of any drafts and the finalised communication with this workbook for assessment by your Assessor.

# Activity Mapping

Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

<b>Assessment Criterion - The learner can:</b>	<b>Activity Number or Reference Number of Additional Activities:</b>	<b>Assessor Signed Off (✓/X):</b>
Provide two examples of the type of information that can circulate in a place or work	1	
Describe how each piece of information is presented in a way that suits its audience	1	
Describe how each piece of information is presented in a way that suits its purpose	1	
Collect straightforward data from two work-related sources	2	
Present the data in a format suitable for the audience and purpose, which includes the use of ICT	2	



# Assessor Feedback

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# Authenticity Declarations

## Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

**Learner Signature:**

**Date:**

## Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

**Assessor Signature:**

**Date:**

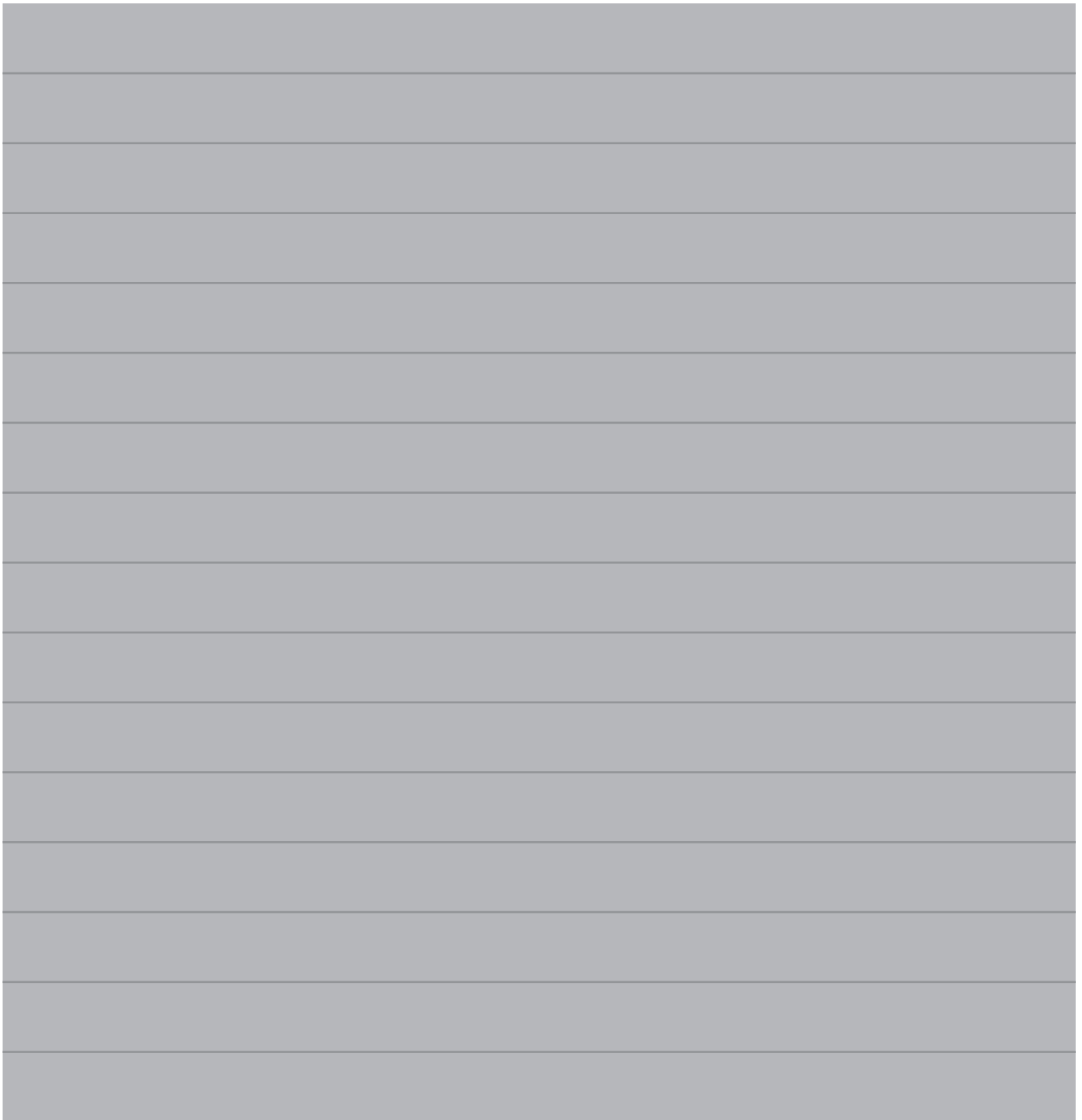
**IQA Signature (if applicable):**

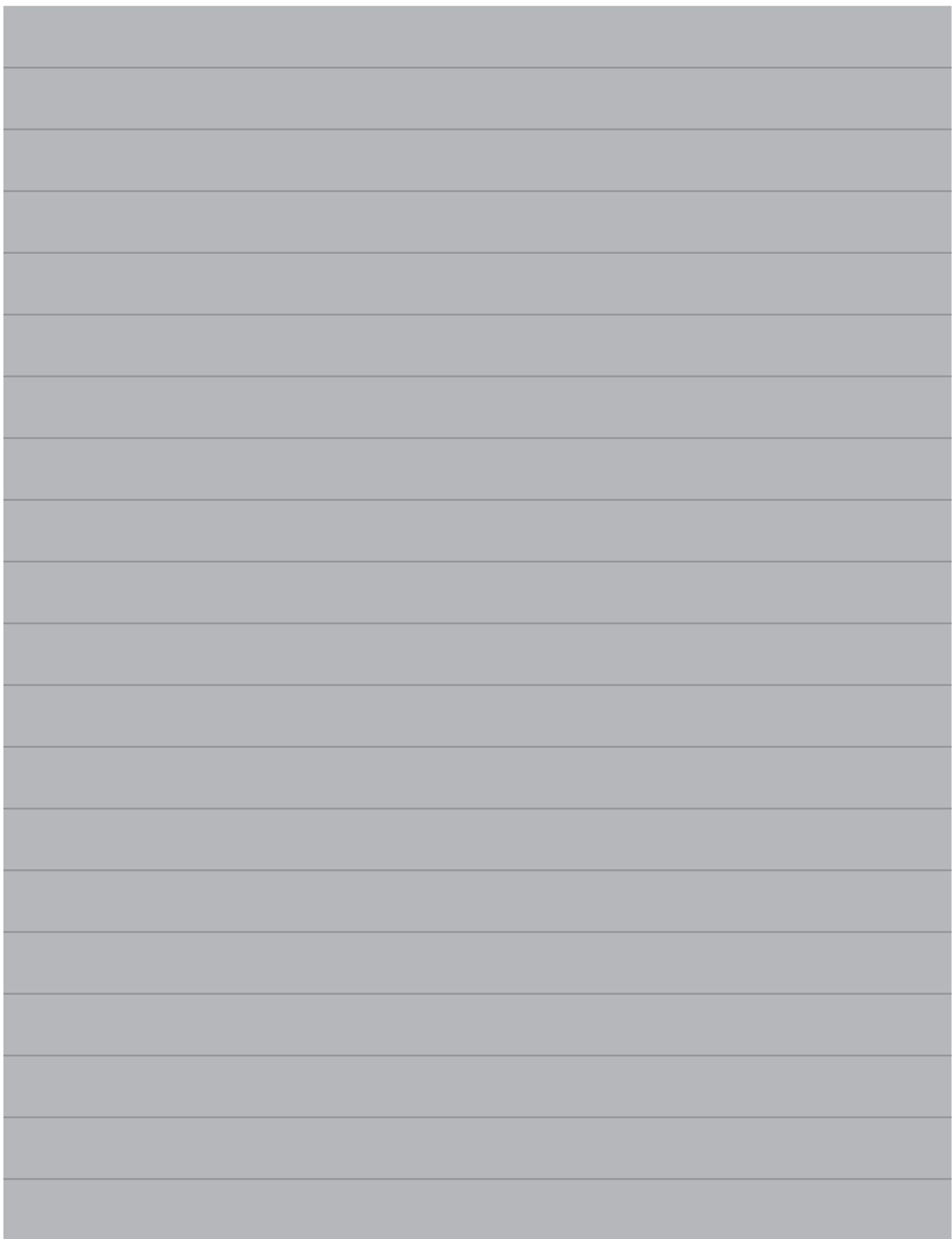
**Date:**

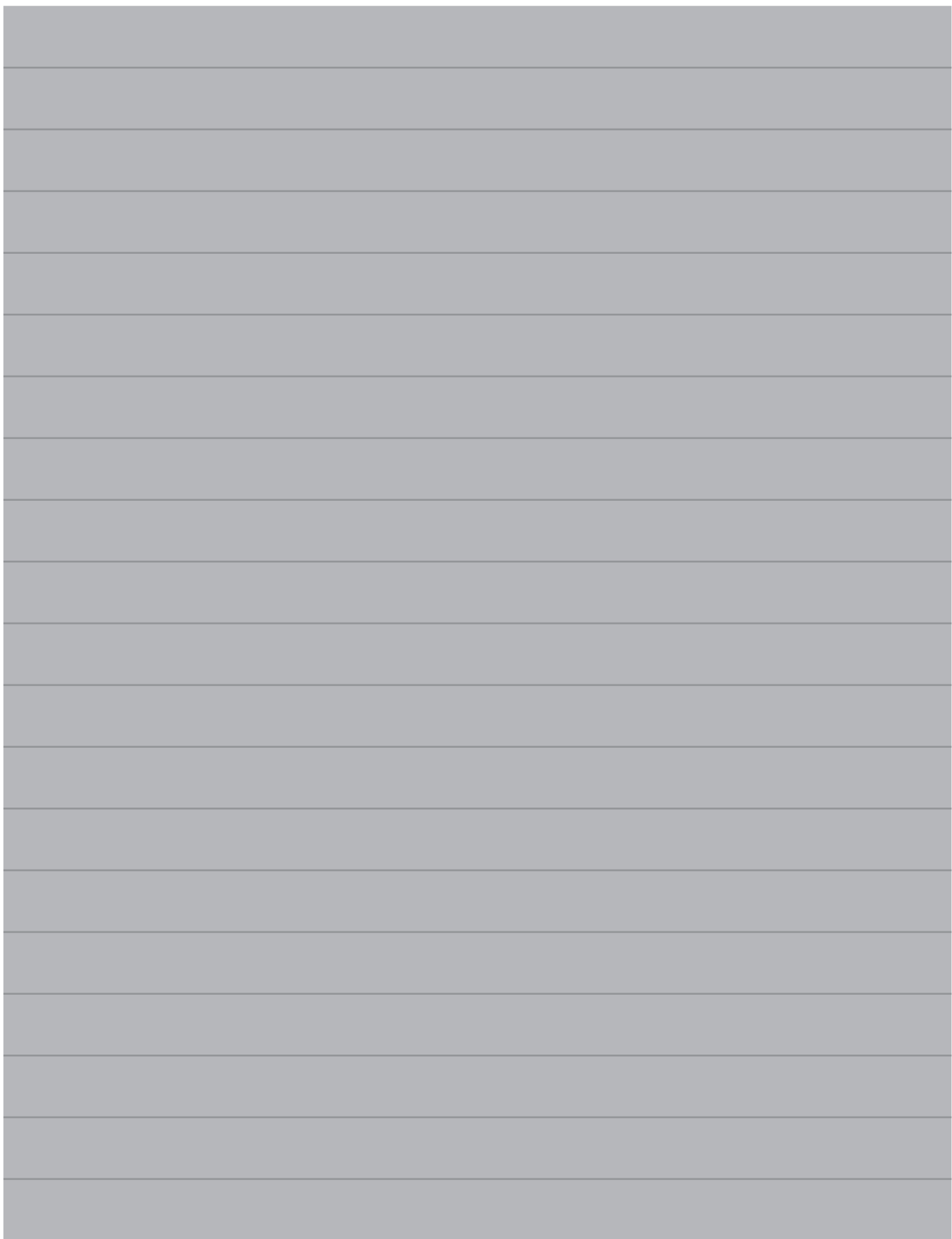
# Additional Evidence Forms

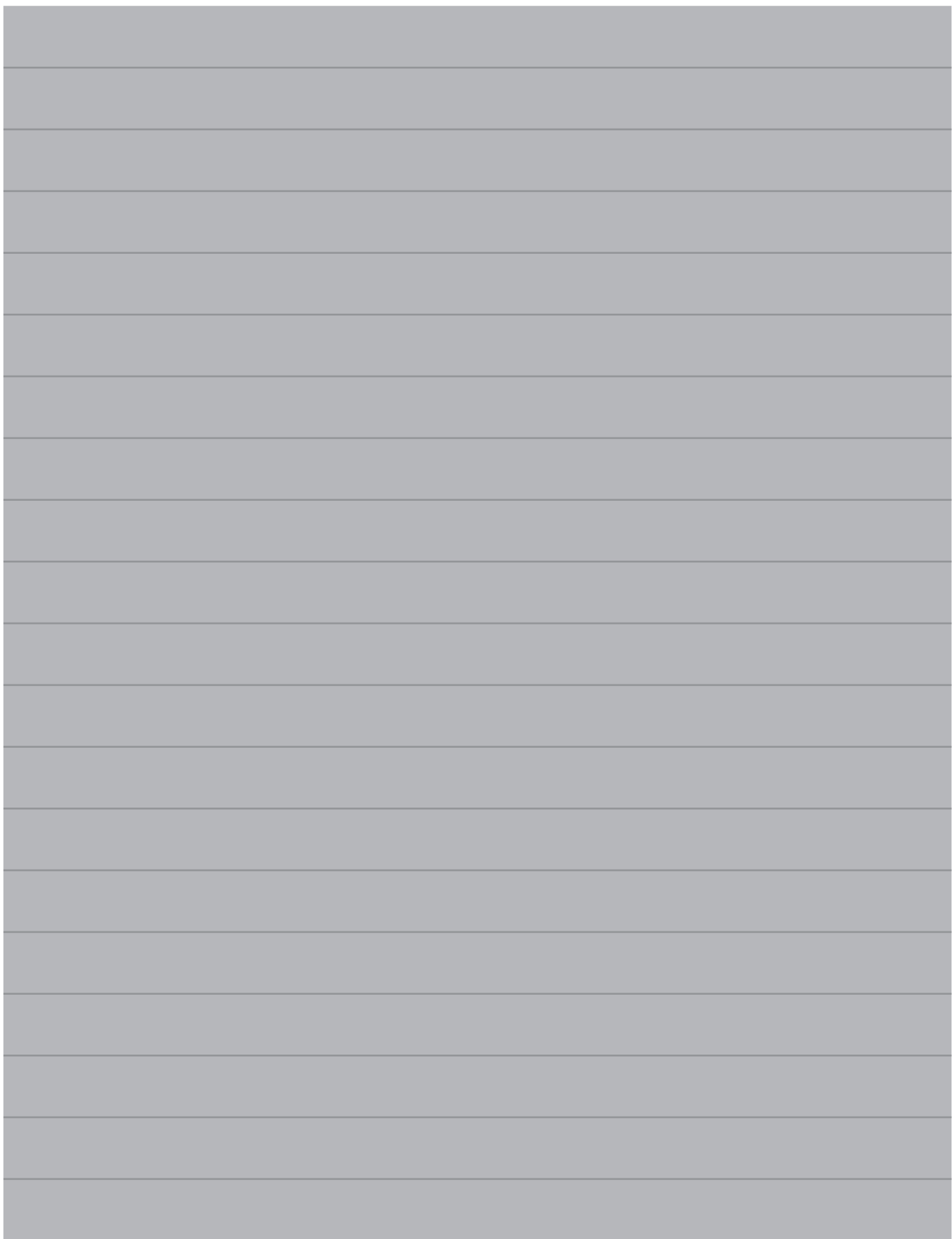
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

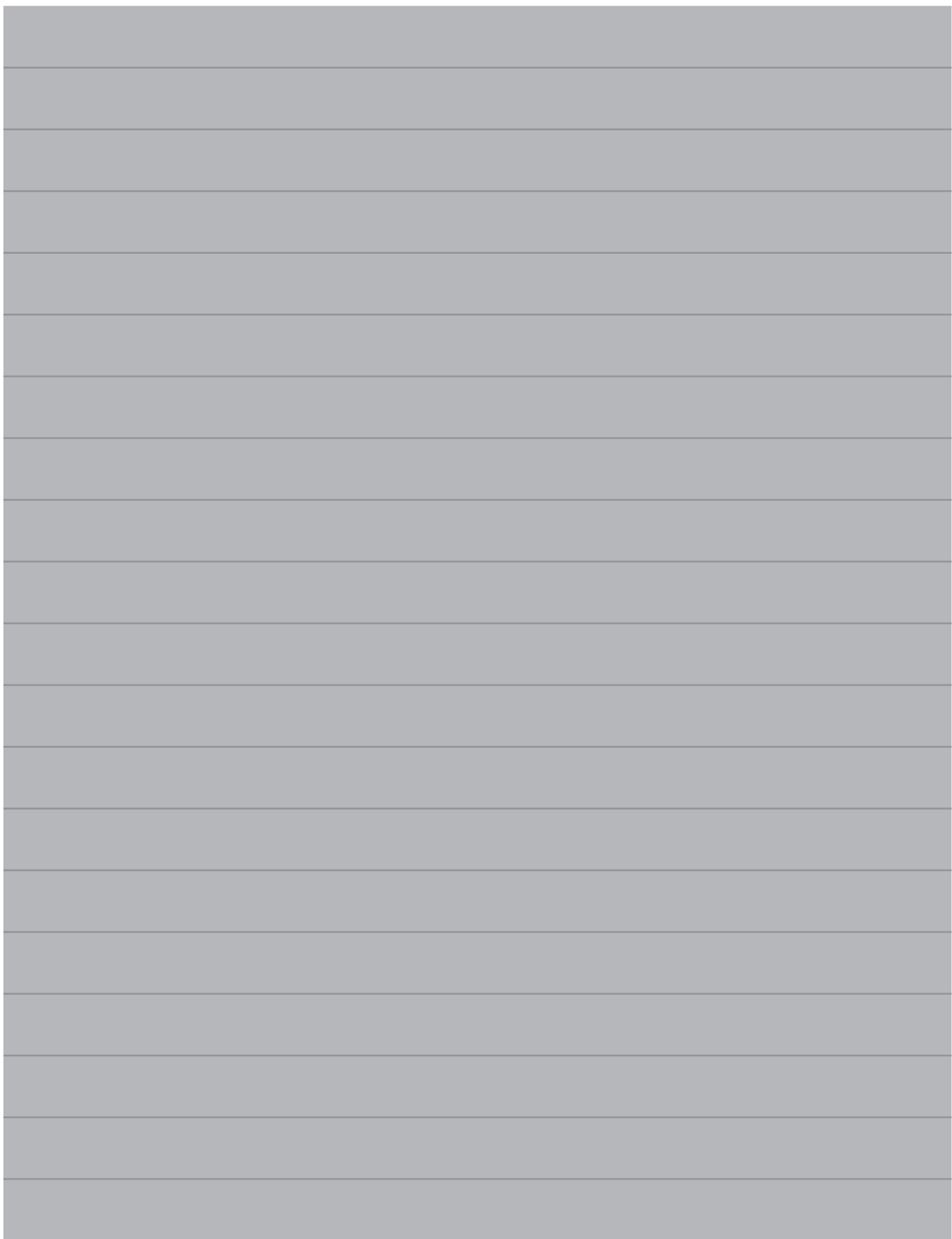
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

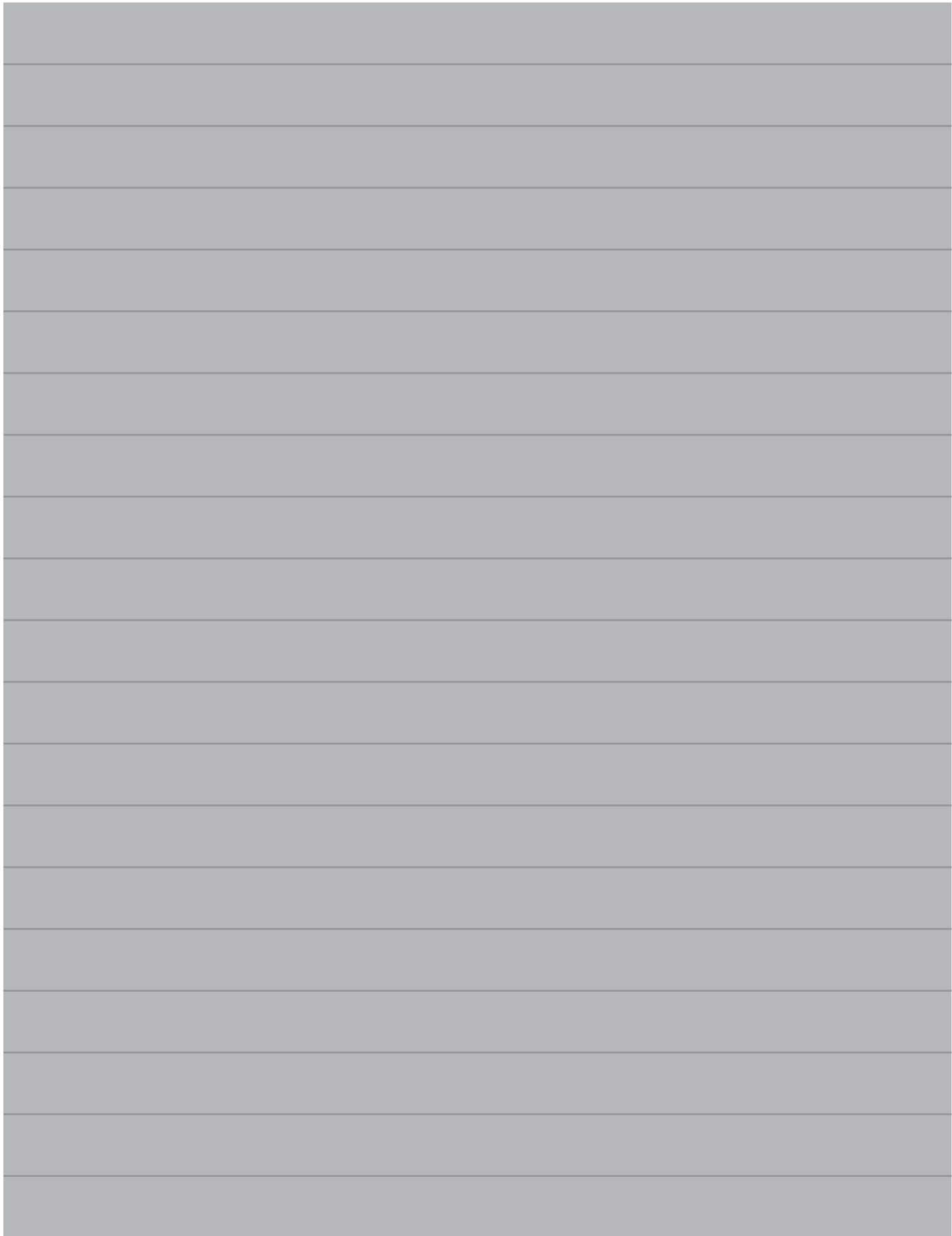
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SFEDI Awards  
53 Coniscliffe Road  
Darlington  
County Durham  
DL3 7EH

[customerservices@sfeediawards.com](mailto:customerservices@sfeediawards.com)  
0845 224 5928  
@sfeediawards