

**Assessed Work cover sheet**  
**Standard 26625: Actively participate in spoken interactions**  
 Level 1, Credits 3, Version 7

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

### Standard 26625: Actively participate in spoken interactions Level 1, Credits 3, Version 7

#### 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"> <li>the learner has used non-verbal behaviours demonstrating active participation</li> <li>the learner has contributed at least two ideas verbally</li> <li>the learner has sustained dialogue</li> </ul>			
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"> <li>learner's behaviour</li> <li>learner's language</li> <li>learner's tone</li> </ul>			
	the learner's participation is appropriate to participants, in terms of the: <ul style="list-style-type: none"> <li>learner's behaviour</li> <li>learner's language</li> <li>learner's tone</li> </ul>			

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"> <li>one in a one-to-one situation, and</li> <li>one in a small-group situation (two may be by electronic medium)</li> </ul>	
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 <b>sufficient complexity and length</b> to provide adequate evidence of competence	
Guidance Information 3	the learner has demonstrated an ongoing transferable competency against the unit standard <b>as a whole</b> – 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 <b>or</b> 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.	