## SDS0439 **(J8DD 46)**

## Leading Meeting Agenda Items

### Candidate’s statement

I confirm that the evidence detailed in this unit is my own work.

|  |  |
| --- | --- |
| Candidate’s name |  |
| Candidate’s signature |  |
| Date |  |

### Assessor’s statement

I confirm that the candidate has achieved all the requirements of this unit.

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| --- | --- |
| Assessor’s name |  |
| Assessor’s signature |  |
| Date |  |
| Countersigning Assessor’s name(if applicable) |  |
| Countersigning Assessor’s signature(if applicable) |  |
| Date |  |

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### Internal Verifier’s statement

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| --- | --- |
| Internal Verifier’s name |  |
| Internal Verifier’s signature |  |
| Date |  |
| Countersigning Internal Verifier’s name (if applicable) |  |
| Countersigning Internal Verifier’s signature (if applicable) |  |
| Date |  |

|  |  |
| --- | --- |
| External Verifier’s initials (if sampled) |  |
| Date |  |

#### Unit overview

To lead specific meeting agenda items in line with own role, responsibility and to meet organisational policies and procedures.

#### Sufficiency of evidence

There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment.

#### Performance criteria (What you must do)

There must be evidence for all PCs (ie: 1-8).

The assessor **must** assess the majority of the PCs by directly observing the candidate’s work.

1. Checking purpose and agenda of the meeting with organiser in line with organisational policies and procedures.
2. Clarifying own objectives for team meetings with meeting organiser in line with organisational policies and procedures.
3. Confirming how team meetings will be delivered in line with organiser and organisational policies and procedures.
4. Preparing relevant information to support agenda input in line with role, responsibilities and meeting agendas.
5. Communicating required information at team meetings in line with role and responsibilities and organisational requirements.
6. Responding to queries, before or during meeting, raised in relation to agenda items to clarify understanding.
7. Managing time during meetings in line with meeting schedules.
8. Reflecting on input to team meetings to support own continuous improvement.

#### Performance criteria evidence

| **Evidence reference** | **Evidence description** | **Date** | **PC1** | **PC 2** | **PC 3** | **PC 4** | **PC5** | **PC 6** | **PC 7** | **PC 8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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#### Scope / range (What you must cover)

No scope / range is stipulated for this unit.

#### Knowledge and understanding (What you must know and understand)

For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning).

| **Knowledge statement** | **Evidence reference** | **Date** |
| --- | --- | --- |
| 1 Importance of understanding purpose, agenda and objectives of meetings. |  |  |
| 2 Importance of preparing own input to meetings and how to do this. |  |  |
| 3 Different ways in which meetings can be delivered, including face to face and digitally, and how to adapt communication styles. |  |  |
| 4 How to identify relevant information in advance of meetings. |  |  |
| 5 How to effectively manage agenda timings and the importance of this. |  |  |
| 6 How to encourage attendees to contribute and participate in meetings and the importance of this. |  |  |
| 7 Why it is important to reflect on your input to team meetings and how to do this. |  |  |

#### Supplementary evidence

| **Reference** | **Evidence description** | **Date** |
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#### Assessor feedback on completion of the unit: