**Assessment Marking Guide**

*-Confidential Student Record-*

**UOC BSBDIV301: Work effectively with diversity**

**Assessment Includes:**  This unit describes the skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work. It applies to individuals who work in a variety of contexts where they will be expected to interact with a diverse client and/or co-worker population. They may also provide some leadership and guidance to others and have some limited responsibility for the output of others.

Compulsory class attendance for Act 6, class discussions, workbook, research, improvisations, TVC film.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessor Name / Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**0 (unacceptable) 1 (less than acceptable) 2 acceptable 3 (more than acceptable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** |
| Recognise and respect individual differences in colleagues, clients and customers |  |  |  |  |
| Respond to differences sensitively |  |  |  |  |
| Ensure behaviour is consistent with legislative requirementsandenterprise guidelines |  |  |  |  |
| Accommodate diversity using appropriate verbal and non‑verbal communication |  |  |  |  |
| Recognise and document knowledge, skills and experience of others in relation to team objectives |  |  |  |  |
| Encourage colleagues to utilise and share their specific qualities, skills or backgrounds with other team members and clients in order to enhance work outcomes |  |  |  |  |
| Ensure relations with customers and clients demonstrate that diversity is valued by the business |  |  |  |  |
| Effective acting presentation on TVC |  |  |  |  |
| Effective vocal work on TVC |  |  |  |  |
| Awareness of techniques in front of camera |  |  |  |  |
| Effective script writing |  |  |  |  |
| Effective group/ensemble work |  |  |  |  |
| Produce a message of diversity that 15-18 year olds will engage with and understand |  |  |  |  |
| Sustain an appropriate and consistent focus on the task and did not get side-tracked |  |  |  |  |

*Clarifying comments to support assessment/observations:*