**Assessment Marking Guide**

*-Confidential Student Record-*

**UOC FNSCUS401: Participate in negotiations**

**Assessment Includes:** This unit describes the skills and knowledge required to take part in negotiations as an individual or member of a team, plan and prepare, and apply effective negotiating techniques to finalise an agreement.

Research, class discussion on dealing with conflict and negotiations, role play, improvisation, compulsory attendance at screen test, workbook.

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** |
| Ability to understand non-verbal language |  |  |  |  |
| Knowledge of negotiation skills |  |  |  |  |
| Ability to improvise/role play with conflict and negotiation situations |  |  |  |  |
| Able to be interviewed using key skills of chat to camera, audition and screen-test |  |  |  |  |
| Ability to listen and communicate with interviewer |  |  |  |  |
| Sustained appropriate level of enthusiasm and interest during the interview |  |  |  |  |
| Managed performance anxiety |  |  |  |  |
| Ability to think laterally about the interview |  |  |  |  |
| Welcomed feedback on own interview, ability to evaluate negotiation situation |  |  |  |  |
| Able to identify personal strengths and weaknesses |  |  |  |  |
| Able to self reflect |  |  |  |  |
| Awareness of OHS |  |  |  |  |

*Clarifying comments to support assessment/observations:*