

FSK0CM03 Participate in simple spoken interactions at work
FSKRDG07 Read and respond to simple workplace information
FSKDIG02 Use digital technology for simple workplace tasks

Create & Maintain your Website using WordPress

Assessment Task: Uploading and editing an image on a webpage,

You are to:

1. Choose a suitable image
2. Name it appropriately
3. Upload image to webpage.
4. Crop and Resize image
5. Place image on website
6. Take screenshot of end result

Check with trainer about completion of task (steps 1-6)

Present work to students and trainer

- a. Explain choice of image and manipulation
- b. Invite audience for questions

When you have completed your presentation discuss how you think it went with your trainer and identify anything you would like to improve

Your trainer will use the checklist below to record the outcome of your demonstration of the tasks.

Units:	FSK0CM03 Participate in simple spoken interactions at work FSKRDG07 Read and respond to simple workplace information FSKDIG02 Use digital technology for simple workplace tasks
Training Package	FSK10213 Certificate I in Skills for Vocational Pathways
Student name:	
Assessor's name:	Gerold Mayr
Assessment Date:	
Assessment Method	Observation
Assessment location	Classroom

Observation Checklist				
The student satisfactorily completed the following:		Y	N	Comment
1.	Explained to the trainer the task from reading the instructions			
2.	Identified the audience (to the trainer)			
3.	Explained to the trainer why instructions were numbered			
4.	Explained to the trainer digital image editing terminology contained in the task instructions			
5.	Asked the trainer questions to clarify any instructions that were unclear			
6.	Used appropriate software to digitally edit an image			
7.	Gave a verbal explanation of the editing technique/s used			
8.	Explained why they preferred the chosen image			
9.	Gave audience opportunity to ask questions and responded appropriately			
10.	Used appropriate grammar, vocabulary and pronunciation when making presentation and answering questions			
11.	Used appropriate non-verbal communication			
12.	Discussed with trainer that presentation was clear, used correct terminology and met requirements of task			
13.	Identified any areas they felt could be improved			