



How to Conduct Role-play Activity

Welcome to LET Training

Learn Your Way – Take Your Studies Wherever You Go

How to conduct role-play activity

It's one of the assessment conditions/requirements!

According to the unit of competency requirements, you are required to demonstrate your communication skills by conducting interactive activities in a simulated business environment.

Although, you don't need to have an actual workplace and related job role to complete this course, you will need to ensure you have achieved the application of skills in a simulated business environment, provided through role-play activities.

How to conduct role-play activity

If one of your assessments requires you to complete a role-play or interactive session, don't panic!

You have two options for completing the roleplays

Option 1: Using friends, family or colleagues, form a team and hold a meeting. If you complete this activity with your formed role-play team, the meeting must be recorded in a video format.

Option 2: Email an invitation to the assessor and a copy of the email invitation, must be placed in the workbook accompanied with other required documents. (please be reminded that some role-play documents are required to be completed prior to the role-play takes place and forwarded to your assessor.)



How to conduct role-play activity

Conduct role-play with your team or your choice of participants

Option 1: Using friends, family or colleagues, form a team and hold a meeting. If you complete this activity with your formed role-play team, the meeting must be recorded in a video format.

Video record requirements:

- Ensure your activity setting up is meeting the task and activity requirements;
- Ensure you provide required information to the participants before the session starts;
- Save your recorded video in one of the apps, for example Dropbox, Webtransfer, OneDrive, G-Suite, YouTube, etc.
- Share your recorded video to assessment@lettraining.com.au;
- Provide the record link in your workbook respective task area.

How to conduct role-play activity

Conduct role-play with your trainer

Option 2: Email an invitation to the trainer/assessor

The screenshot shows an email composition interface. The 'To' field is filled with 'assessment@lettraining.com.au'. The 'Subject' field contains 'BSBLDR401 - Project Task 1 Team Meeting role-play - Christina Bambuchican'. The email body text reads: 'Hi Trainer, I would like to book in a time with you to conduct Project Task 1 – Team Meeting role-play. Would you be available on Monday 27th July 2019 at 1pm? Kindest Regards Christina Bambuchican (Student)'. Three callout boxes provide instructions: 1) 'Address to: assessment@lettraining.com.au' points to the 'To' field. 2) 'Address the subject box, for example: BSBRES411 Task 1 – Team meeting Role Play – Christina Bambuchican' points to the 'Subject' field. 3) 'When constructing the email content, make sure you include the following: • Unit Module Code and Task you are completing • A preferred day and time you would like to book the meeting.' points to the body text.

Address to:
assessment@lettraining.com.au

Address the subject box, for example:
BSBRES411 Task 1 – Team meeting Role Play – Christina Bambuchican

✓ Ensure you include your **Full name**, when addressing the subject box. So the trainer knows who it is from.

✓ Ensure you have attached **required documentation or information** that the role-play participant should be familiar with.

When constructing the email content, make sure you include the following:

- Unit Module Code and Task you are completing
- A preferred day and time you would like to book the meeting.

Hi Trainer,
I would like to book in a time with you to conduct Project Task 1 – Team Meeting role-play.
Would you be available on Monday 27th July 2019 at 1pm?
Kindest Regards
Christina Bambuchican
(Student)

Conduct role-play with your trainer

Get ready for your session of the scheduled time 5-10 mins before the session starts, your trainer will get in contact with you per discussed option.

Conduct the role-play with your trainer via one of the following options:

- Phone;
- Teams;
- Skype;
- Zoom;
- Go to meetings.