

Unit Title:	Develop a presentation
OCR unit number	310
Sector unit number	M/601/2528
Level:	3
Credit value:	3
Guided learning hours:	15

Unit purpose and aim

This unit is about developing a presentation.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand the purpose of preparing for and evaluating a presentation</p>	<p>The Learner can:</p> <p>1.1 Explain the purpose of using different types of presentation and equipment to provide information</p> <p>1.2 Explain the procedures to be followed when preparing a presentation, including planning, preparation of content, materials, and contingencies</p> <p>1.3 Explain the benefits of preparing for giving a presentation</p> <p>1.4 Explain and illustrate how presentations may be enhanced by materials and equipment</p> <p>1.5 Explain the purpose and benefits of reflecting on the feedback obtained of the written presentation</p>	<p>This learning outcome must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria.</p>
<p>2. Be able to develop a presentation</p>	<p>2.1 Agree and confirm audience, purpose, content, style and timing of a presentation</p> <p>2.2 Research and plan a presentation</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to develop a presentation.</p>

	<p>2.3 Select any equipment needed for the presentation</p> <p>2.4 Prepare content, shape and structure of a presentation to achieve its purpose and suit needs of audience</p> <p>2.5 Obtain feedback on planned presentation and make adjustments, if required</p> <p>2.6 Produce presentation handouts</p> <p>2.7 Collect feedback on the written presentation</p> <p>2.8 Reflect on the feedback obtained of the written presentation and identify learning points</p> <p>2.9 Identify changes that will improve future written presentations</p>	
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Assessment

This unit is centre assessed and externally verified. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, provides evidence across several units. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination of work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Presentation brief
- Presentation plans
- Research results
- Equipment/resources lists
- Presentation notes
- Presentation handouts
- Feedback on planned presentation
- Revised presentation if required
- Reflective accounts
- Action/development plan

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAA617 Develop a presentation.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.qcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .