

Unit Title:	Plan, deliver and evaluate presentations
OCR unit number:	Unit 23
Level:	4
Credit value:	6
Guided learning hours:	40

Unit purpose and aim

This unit aims to develop the learner's understanding of presentation skills and enable the learner to plan, deliver and evaluate presentations on career development topics to audiences.

Learning Outcomes	Assessment Criteria
<p>The learner can:</p> <ol style="list-style-type: none"> Understand the different purposes of and means of presentation delivery to meet audience need 	<p>The learner will:</p> <ol style="list-style-type: none"> explain the different purposes of presentations evaluate different ways of delivering presentations to an audience, including digital technologies explain how to determine audience need explain the factors that can enable learning from a presentation
<ol style="list-style-type: none"> Understand methods to plan, deliver and evaluate presentations on career development topics 	<ol style="list-style-type: none"> evaluate methods to identify presentation objectives and learning outcomes evaluate the skills needed to deliver presentations depending on audience type, size and venue explain how to plan, tailor and resource presentations to meet audience needs and type of venue analyse how to manage barriers and risks to learning within the presentation setting analyse ways to engage the audience during presentations review methods to evaluate presentations
<ol style="list-style-type: none"> Be able to plan presentations 	<ol style="list-style-type: none"> establish the presentation objectives and learning outcomes determine the resources to be used during the presentation

Learning Outcomes	Assessment Criteria
	3.3 design the presentation to meet the assessed needs of and engage the audience
4. Be able to deliver presentations	4.1 deliver the presentation using relevant skills, resources and techniques to meet the needs of the audience and the type of venue 4.2 engage the audience using effective communication skills
5. Be able to evaluate presentations	5.1 evaluate the delivery of the presentation including meeting the needs of the audience 5.2 apply the outcomes of the evaluation to the planning of future presentations

Assessment

This unit is internally assessed and externally verified by OCR Assessors. Simulations are not allowed.

To achieve a Pass, learners must produce evidence which meets all the assessment criteria.

Evidence requirements

All evidence of a learner's performance must be generated in the workplace. Learners must produce their own work and assessors use a range of assessment methods. More information about suitable forms of evidence can be found in the OCR Level 4 Diploma in Career Information and Advice Centre Handbook.

Guidance on assessment and evidence requirements

In order to provide appropriate evidence to meet the assessment criteria for this unit the following methods can be used in addition to the requirement for observation:

- assignment/report
- personal statement
- product evidence
- professional discussion
- witness testimony.

The use of observation should preferably be face to face or through 'visual technology'. The use of audio recordings is allowed where the above options are not accessible or for a telephone guidance-based service.