|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **Evidence Record Sheet**  OCR Level 4 Diploma in Career Information and Advice\*  OCR Level 6 Diploma in Career Guidance and Development\*  \*Delete as appropriate | | |
|  | | | | | |
| **Unit Title:** | **Plan, deliver and evaluate presentations** | | | | |
| **OCR unit number:** | **Unit 23** | | | | |
|  |  | | | | |
| **Learner Name:** |  | | | | |
| I confirm that the evidence provided is a result of my own work. | | | | | |
| **Signature of learner:** | |  | | **Date:** |  |

| **Learning Outcomes** | **Assessment Criteria** | **Evidence Reference** | **Assessment Method\*** |
| --- | --- | --- | --- |
| 1. Understand the different purposes of and means of presentation delivery to meet audience need | 1.1 explain the different purposes of presentations  1.2 evaluate different ways of delivering presentations to an audience, including digital technologies  1.3 explain how to determine audience need  1.4 explain the factors that can enable learning from a presentation |  |  |
| 2. Understand methods to plan, deliver and evaluate presentations on career development topics | 2.1 evaluate methods to identify presentation objectives and learning outcomes  2.2 evaluate the skills needed to deliver presentations depending on audience type, size and venue  2.3 explain how to plan, tailor and resource presentations to meet audience needs and type of venue  2.4 analyse how to manage barriers and risks to learning within the presentation setting  2.5 analyse ways to engage the audience during presentations  2.6 review methods to evaluate presentations |  |  |
| 3. Be able to plan presentations | 3.1 establish the presentation objectives and learning outcomes  3.2 determine the resources to be used during the presentation  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 method key:** O = observation of learner, EP = examination of product; EWT = examination of witness testimony; ECH = examination of case history; EPS = examination of personal statement; EWA = examination of written answers to questions; QL = questioning of learner; QW = questioning of witness; PD = professional discussion | | | |

I confirm that the learner has demonstrated competence by satisfying all of the criteria for this unit and that I have authenticated the work.

Signature of assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countersignature of qualified assessor (if required) and date:

IV initials (if sampled) and date: Countersignature of qualified IV (if required) and date: