OCR

Oxford Cambridge and RSA

Unit Title:	**Deliver a presentation**
OCR unit number	311
Sector unit number	T/601/2529
Level:	3
Credit value:	3
Guided learning hours:	15

Unit purpose and aim

This unit covers the skills, knowledge and understanding learners need to prepare for, deliver and evaluate a presentation for an audience.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	Learning outcomes 1 and 2 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.
1. Understand the purpose of preparing for and evaluating a presentation	1.1 Explain the purpose of using different types of presentation and equipment	
	1.2 Explain different ways of delivering presentations and their features	
	1.3 Explain the procedures to be followed when preparing a presentation	
	1.4 Explain the benefits of preparing for giving a presentation	
	1.5 Describe the types of problems that may occur with equipment and how to deal with them	
	1.6 Explain the purpose and benefits of contingency planning	
	1.7 Explain the purpose and benefits of collecting feedback from the audience on the presentation	

	1.8 Explain the purpose and benefits of evaluating presentations and own performance	
2. Understand the techniques used in enhancing a presentation	2.1 Explain and illustrate how presentations may be enhanced by materials and equipment	
	2.2 Explain and illustrate how presentations may be enhanced by use of communication and interpersonal skills	
	2.3 Describe how to gauge audience reaction to the presentation	
	2.4 Explain the purpose and benefits of summarising important features of the presentation	
	2.5 Describe the purpose and benefits of giving the audience opportunities to ask questions	
3. Be able to prepare for delivery of a presentation	3.1 Select any equipment needed and plan how to use it to best effect	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to deliver a presentation.
	3.2 Make contingency plans in case of equipment failure or other problems, if required	
	3.3 Practise the presentation and its timing	
	3.4 Obtain feedback on planned presentation and make adjustments, if required	
4. Be able to deliver a presentation	4.1 Check equipment and resources	
	4.2 Circulate presentation materials	
	4.3 Introduce self to audience and state aims of the presentation	
	4.4 Address the audience, speaking clearly and confidently, using language to suit the topic and audience	

	4.5 Vary tone, pace and volume to emphasise key points	
	4.6 Gauge audience reaction during the presentation and adapt if required	
	4.7 Summarise throughout the presentation to emphasise key points and help to maintain audience interest	
	4.8 Use body language in a way that reinforces presented information	
	4.9 Use equipment, where appropriate, to enhance the presentation, and deal with any problems that may occur	
	4.10 Provide the audience with opportunities to ask questions	
	4.11 Listen carefully to questions and respond in a way that meets the audience's needs	
5. Be able to evaluate a presentation	5.1 Collect feedback on the presentation	
	5.2 Reflect on own performance and identify learning points	
	5.3 Evaluate the presentation and own performance and identify changes that will improve future presentations	

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:

- Equipment/resources lists

- Presentation materials

- Presentation handouts

- Presentation notes

- Rehearsal (video recording)

- Feedback on planned presentation

- Revised presentation if required

- Feedback reports

- Reflective accounts

- Evaluation records

- Action/development plan

- Video recording if not observed

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 BAA623 Deliver 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.