

Unit Title: Assist Others to Plan Presentations	
Level:	Two
Credit Value:	2
GLH:	16
OCNLR Unit Code:	PA1/2/LQ/097
Ofqual Unit Reference Number:	F/508/3903

This unit has 2 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand techniques and resources involved in planning presentations.	1.1. Summarise the current legislation, national guidelines, policies, protocols and good practice guidelines which inform own practice in assisting others to plan presentations. 1.2. Explain the importance of developing aims and objectives for the presentation and how these impact on delivery. 1.3. Identify the range of materials and equipment which can be used in presentations. 1.4. Assess the appropriateness of using visual aids and e-technology within a presentation.

2. Be able to assist others to plan presentations

- 2.1. Describe the process of planning a presentation.
- 2.2. Describe what is required to deliver a presentation.
- 2.3. Explain how to modify the plan to take account of changes to requirements.
- 2.4. Help others to identify the aims and objectives of the presentation.
- 2.5. Identify sources of information which could inform presentations in presenter's area of expertise.
- 2.6. Work with others to identify the background information needed in the presentation.
- 2.7. Work with others to gather resources for the presentations.
- 2.8. Assist others to prepare and organise equipment, materials and the venue.
- 2.9. Explain the importance of seeking advice and assistance on issues beyond own competence.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay	O	Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	