

Unit Title: Give Presentations to Groups	
Level:	Three
Credit Value:	4
GLH:	26
OCNLR Unit Code:	PA1/3/LQ/049
Ofqual Unit Reference Number:	F/508/3982

*This unit has 4 learning outcomes*

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand current legislation, national guidelines, policies, protocols and good practice related to group presentations.	1.1. Summarise the current legislation, national guidelines, policies, protocols and good practice guidelines which inform own practice in giving presentations.
2. Understand factors which contribute to effective group presentations.	2.1. Explain how to devise aims and objectives for a presentation. 2.2. Explain how to choose from a range of presentation techniques to meet the needs of the audience. 2.3. Appraise emerging developments in e-technology and its relevance to presentation techniques and materials.
3. Be able to plan a presentation to facilitate learning.	3.1. Explain how to structure presentations to maximise understanding. 3.2. Explain how to anticipate barriers to understanding and how they can be overcome. 3.3. Plan presentation delivery taking account of the audience's needs and context of delivery. 3.4. Choose and prepare materials and resources. 3.5. Adapt presentation content to suit the needs of the audience.

4. Be able to present information to a group.

- 4.1. Use materials and resources to support understanding.
- 4.2. Present clear information in a manner and pace in line with the group's needs.
- 4.3. Encourage the group to ask questions.
- 4.4. Reiterate key points at suitable intervals.
- 4.5. Monitor the group's understanding and adapt own presentation style in line with audience responses.
- 4.6. Summarise information to conclude the presentation.
- 4.7. Gain feedback from the audience and evaluate their understanding from the presentation to inform future delivery.

## 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		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	