

Unit Title: Presentation Skills	
Level:	Entry 3
Credit Value:	2
GLH:	20
OCNLR Unit Code:	HC7/E3/LQ/004
Ofqual Unit Reference Number:	H/617/6200

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to plan a presentation.	1.1. Plan a short presentation on an agreed topic that includes at least one visual element (e.g. slides, flip chart, handouts etc.).
2. Be able to deliver a presentation.	2.1. Deliver a short presentation to a small group in line with own plan. 2.2. Use at least one visual aid in a presentation.
3. Be able to review own performance in delivering a presentation.	3.1. State one thing that went well when delivering the presentation. 3.2. Identify one area for improvement.

Assessment

The grid below provides suggestions for the types of assessment activities that can be used with the unit attached to provide evidence for the learner's portfolio. Please refer to the OCN London Assessment Guidance document for definitions of each activity and the expectations for assessment practice and evidence for moderation.

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