OCR
Oxford Cambridge and RSA

Unit Title:	**Develop a presentation**
OCR unit number:	32
Level:	3
Credit value:	3
Guided learning hours:	11
Unit reference number:	K/506/1913

Unit aim and purpose

This unit aims to develop the knowledge and skills required to develop a presentation. Upon completion of this unit, learners will understand best practice in developing presentations and will be able to develop a structured presentation.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to develop a **presentation**	**The Learner can:** 1.1 Explain best practice in developing **presentations** 1.2 Explain who needs to be consulted on the development of a **presentation** 1.3 Explain the factors to be taken into account in developing a **presentation** 1.4 Analyse the advantages and limitations of different **communication media**	**Presentations** can be electronic or paper based methods of delivering a message to individuals or a group **Communication media** refers to the manner in which the information is to be presented: • Visually – on screen, flip chart, white board, paper • Verbally – face to face, teleconference
2 Be able to develop a **presentation**	2.1 Identify the purpose, content, style, timing and **audience** for a **presentation** 2.2 Select a communication media that is appropriate to the nature of a **presentation**, message and **audience** 2.3 Tailor a **presentation** to fit the timescale and audience's needs 2.4 Prepare a **presentation** that is logically structured, summarises the content and addresses the brief 2.5 Take action to ensure that a **presentation** adheres to organisational guidelines and policies	**Audiences** may include: • Internal – colleagues, managers, other departments • External – individuals, companies

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.6 Develop **materials** that support the content of a **presentation**	**Materials** may include: • Handouts • Models

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards:	CFABAA617	• Develop a presentation

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 .

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