Unit 60: Give Presentations to Groups

Level:	3
Unit type:	Optional
Credit value:	3
Guided learning hours:	26

Unit Aim

This unit develops the learner's ability to give presentations. It requires an understanding of the principles of presentations and how these can be adapted to suit the needs of the audience.

Assessment requirements

This unit must be assessed in line with *Skills for Health Assessment Principles for Qualifications that Assess Occupational Competence* document. Detailed information can be found in *Annexe A* of the qualification specification.
Evidence for skills within learning outcomes 3 and 4 must come from real work activities.

Learning outcomes The learner will:	Assessment criteria The learner can:
1 Understand policies, protocols and good practice related to group presentations	1.1 Summarise 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 technology and the relevance of technology to presentation techniques and materials

Learning outcomes The learner will:	Assessment criteria The learner can:
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 audiences and evaluate their understanding from the presentation to inform future delivery

Additional information about the unit
Exemplification of terms used in assessment criteria: **Range:** - Formal, - Informal - Use of IT **Barriers** - Internal and external barriers. - May also include: - Learning difficulties, - Sensory issues of learners - Fear of failure - Previous experience of learning - Lack of goals/reasons. **Materials and resources:** can be paper based and /or electronic equipment, learning environment.