

Unit 64: Assist Others to Plan Presentations

Level:	2
Unit type:	Optional
Credit value:	2
Guided learning hours:	16

Unit Aim

This unit develops the learner's abilities to assist in the planning of presentations. An understanding of the planning process is required as well as the ability to assess information, materials and resources.

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 outcome 2 must come from real work activities.

Learning outcomes The learner will:	Assessment criteria The learner can:
1 Understand techniques and resources involved in planning presentations	1.1 Summarise 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 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

Learning outcomes The learner will:	Assessment criteria The learner can:
	2.4 Help others to identify the aims and objectives of the presentation
	2.5 Identify sources of information which could inform presentations in the presenter's area of expertise
	2.6 Work with others to identify 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

Additional information about the unit

Exemplification of terms used in assessment criteria:

Others may include:

- Team members
- Other colleagues
- Those who use or commission their own health or social care services,
- Families, carers and advocates
- Outside services and organisations
- Those with power of attorney
- Line manager
- Other professionals
- Others who are important to the individual's well-being.

Background information may include:

- Number of delegates and their roles
- Date and length of presentation
- Venue.