SVQ for IT Users (ITQ) — level 1 (SCQF level 4)

F9CR 04: Presentation Software 1

3 SCQF credit points at SCQF level 4

Description: This is the ability to use software applications to produce effective presentations, which include a combination of media (eg images, animation and sound) for education, entertainment or information sharing.

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
1 Input and combine text and other information within presentation slides.	1 Select and use different slide layouts as appropriate for different types of information. 2 Enter information into presentation slides so that it is ready for editing and formatting. 3 **Combine** information of different forms or from different sources for presentations. 4 **Store and retrieve** presentation files effectively, in line with local guidelines and conventions where available.	1 Identify what **types of information** are required for the presentation. 2 Identify any **constraints** which may affect the presentation.
2 Use presentation software tools to structure, edit and format slides.	1 Select and use an appropriate template to structure slides. 2 Select and use appropriate techniques to **edit slides.** 3 Select and use appropriate techniques to **format slides.**	1 Identify what **slide structure** to use.
3 Prepare slides for presentation to meet needs.	1 **Prepare slides** for presentation. 2 **Check presentation** meets needs, using IT tools and making corrections as necessary.	1 Identify how to **present slides** to meet needs and communicate effectively.

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

NB: It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code PS: Presentation software level 1. It has a stated number of SCQF credit points = 3 at SCQF level 4.

Support Notes

Summary

The SCQF level 4 (ITQ level 1) user can use a range of basic presentation software tools and techniques to produce straightforward or routine presentations. Any aspect that is unfamiliar will require support and advice from others.

Presentation tools and techniques will be described as 'basic' (foundation level) because:

♦   the software tools and functions will be predefined or commonly used
♦   the range of entry, manipulation and outputting techniques will be straightforward or routine
♦   the inputting, manipulating and outputting of the information will be predetermined, straightforward or routine

Examples of context: Text-based or diagram-based slide shows and lecture notes.

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

The examples given below are indicative of the learning content and are not intended to form a prescriptive list for the purpose of assessment

Outcome 1

Types of information: Text, numbers, images, graphics, sound.

Constraints: On content: copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism; equal opportunities; local guidelines.

Combine information for presentations: Combine images, charts or tables with text by inserting, re-sizing and positioning; use of text boxes.

Store and retrieve: Files (eg create, name, open, save, save as, print, close, find).

Outcome 2

Slide structure: Layout; use existing templates, designs and styles; organisational guidelines.

Edit slides: Drag and drop, find, replace, undo/redo, size, crop and position objects; wrap text, add lines and simple shapes.

Format slides: Bullets, numbering, line spacing, alignment, colour, fonts, size, backgrounds.

Outcome 3

Present slides: Timing, content, meaning; organisation of information; audience needs.

Prepare slides: View, re-order, rehearse timing, print slides, print handouts; speaker notes.

Check presentation: Spell check, grammar check, orientation, layout, slide order, text alignment and formatting, accuracy.

Guidance on examples of evidence

Typical examples of evidence for Outcomes 1–3

Text-based or diagram-based slide shows and lecture notes for a simple presentation.

To assess competence in the knowledge and understanding sections for all of the Outcomes a knowledge test in the form of multiple-choice questions (say 16–20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked, together with a record in a suitable format of the candidate's responses to these for evidence purposes.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**