



<b>Unit title</b>	Presentation Software 3
<b>SQA code</b>	H67E 04
<b>SCQF level</b>	6
<b>SCQF credit points</b>	6
<b>SSC ref</b>	Unit 31

## History of changes

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<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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Title	Presentation Software 3	
Learning Outcomes		Assessment Criteria
The candidate will:		The candidate can:
1	Input and combine text and other information within presentation slides.	1.1 Explain what types of information are required for the presentation. 1.2 Enter text and other information using layouts appropriate to type of information. 1.3 Insert charts and tables and link to source data. 1.4 Insert images, video or sound to enhance the presentation. 1.5 Identify any constraints which may affect the presentation. 1.6 Organise and combine information for presentations in line with any constraints. 1.7 Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.
2	Use presentation software tools to structure, edit and format presentations.	2.1 Explain when and how to use and change slide structure and themes to enhance presentations. 2.2 Create, amend and use appropriate templates and themes for slides. 2.3 Explain how interactive and presentation effects can be used to aid meaning or impact. 2.4 Select and use appropriate techniques to edit and format presentations to meet needs. 2.5 Create and use interactive elements to enhance presentations. 2.6 Select and use animation and transition techniques appropriately to enhance presentations.

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The candidate will:</b>	<b>The candidate can:</b>
<p>3 Prepare interactive slideshow for presentation.</p>	<p>3.1 Explain how to present slides to communicate effectively for different contexts.</p> <p>3.2 Prepare interactive slideshow and associated products for presentation.</p> <p>3.3 Check presentation meets needs, using IT tools and making corrections as necessary.</p> <p>3.4 Evaluate presentations, identify any quality problems and discuss how to respond to them.</p> <p>3.5 Respond appropriately to quality problems to ensure that presentations meet needs and are fit for purpose.</p>

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
By completing this Unit, the candidate will develop the ability to use software applications to produce effective presentations, which include a combination of media (eg images, animation and sound) for entertainment or information sharing. Candidates will develop the skills and knowledge required by an IT user to select and use a wide range of advanced presentation software tools and techniques effectively to produce presentations that are complex or non-routine.
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
This Unit relates to NOS (National Occupational Standards for IT Users 2009) code PS: Presentation Software Level 3 Unit.
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
Refer to e-skills 'IT User Assessment Strategy', available from <a href="http://www.e-skills.com">www.e-skills.com</a>

## Assessment (evidence) Requirements

Evidence must be authentic, current, sufficient for purpose and valid — and should come from real work produced in the workplace. Where the assessment is regarding a candidate's knowledge and understanding it should be related to the candidate's workplace or working situation. Real work is defined as the provision of a product or service which, if not carried out by the candidate, would require someone else to do it.

It will be the assessor's responsibility to agree the best method of assessing a candidate in relation to their individual circumstances. The agreed methods must be:

- ◆ valid
- ◆ reliable
- ◆ safe and manageable
- ◆ suitable to the needs of the candidate

**Simulation is not acceptable as a form of evidence for this Unit.**

## Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

### Acceptable Types of Evidence

A range of different types of evidence is desirable to demonstrate achievement of this Unit. Assessors may consider a number of methods of gathering evidence. These could include:

- ◆ **Observation:** this should form a substantial part of the evidence.
- ◆ **Product evidence:** as would be contained within a portfolio or signposted to its location within in the workplace.
- ◆ **Professional Discussion:** an in-depth discussion recorded electronically or in writing. Assessors must be able to authenticate what candidates have discussed. This may be through confirmation from a third party or sight of the documentation discussed.
- ◆ **Witness Testimony:** in writing or verbally to the assessor. This could include existing in-house records such as internal audit records, call monitoring, observation and file review checklists. The name of the witness and their relationship to the candidate should be clearly documented.
- ◆ **Questioning:** using open questions to elicit detailed and articulate replies. Assessor records should include sufficient detail to justify assessment decisions.
- ◆ **Recognition of Prior Learning:** this should be acknowledged where appropriate. In all instances where recognition of prior learning is used as a form of evidence, assessors must ensure the candidate's knowledge or competence remains current and that all Assessment Criteria have been met through valid assessment tools.

### **Guidance on Instruments of Assessment (cont)**

Assessors should discuss decisions to be made with candidates at an early stage as to the suitability of particular forms of evidence (eg candidate statements, photographic evidence, video recordings).

Holistic assessment is encouraged and one piece of evidence can be used to meet the requirements of more than one Learning Outcome, Assessment Criterion, or Unit.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:

**[http://www.sqa.org.uk/files\\_ccc/GuideToAssessment.pdf](http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf)**