

## SFHGEN19 - SQA Code HC74 04

### Assist others to plan presentations to enable learning



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#### Overview

This standard is about assisting others to plan a presentation in order to meet the needs of individuals. It involves gathering the required information and assisting in the development, aims and objectives of the presentation.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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### Performance criteria

- You must be able to:*
- P1 gather any background information necessary to enable you to effectively plan the presentation
  - P2 conduct any research necessary to inform the content of the presentation
  - P3 plan the presentation with others, and develop the aims and objectives to be achieved
  - P4 organise any equipment, materials and the room according to the requirements of the presentation
  - P5 respond appropriately to any changes to the presentation plan
  - P6 recognise your limitations and seek advice or assistance when appropriate

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to assisting others to plan presentations to enable learning
- K2 your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance
- K3 the duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer
- K4 the policies and guidance which clarify your scope of practice and the relationship between yourself and the practitioner/your manager in terms of delegation and supervision
- K5 your own role and responsibilities and from whom assistance should be sought where necessary
- K6 the types of materials and equipment that can be used to support the information being presented and the methods involved in preparing them
- K7 the benefits and appropriateness of the visual aids and technology based learning available for use with presentations
- K8 the different learning styles and capabilities which individuals may demonstrate and the influence this may have upon the tone, manner and speed of the presentation
- K9 the type of background information it is necessary to have in order to effectively plan a presentation and the impact that factors such as environment have upon the style of presentation you select
- K10 the importance of developing the aims and objectives of the presentation and how these may influence the style, content and delivery of the presentation
- K11 how and where to access any information required to inform the content of the presentation
- K12 methods of summarising and presenting information in a manner appropriate for different levels of complexity and audience skill

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### Additional Information

#### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: G1 Learning and development

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	