



## Higher National Unit specification

### General information for centres

**Unit title:** Oral Health Care: Presentation Skills for Dental Managers

**Unit code:** F20M 34

**Unit purpose:** This Unit is designed to enable candidates to develop skills and knowledge to make effective presentations related to a dental environment to a range of audiences and, in particular, to other members of the dental team within the dental environment. This Unit will also provide them with the skills to facilitate learning of other team members. The ability to deliver effective presentations is a valuable skill for candidates working in the dental environment as they may require to present information to a range of groups, eg, colleagues, peers, dental patients, nursery/school pupils.

On completion of the Unit the candidate should be able to:

- 1 Select, plan and prepare a presentation on an agreed topic relevant to the dental environment.
- 2 Deliver a presentation and evaluate own performance.

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Recommended prior knowledge and skills:** Access is at the discretion of the centre. Candidates should possess good communication and interpersonal skills.

**Core Skills:** There are opportunities to gather evidence towards Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skills components. However this Unit will help candidates develop aspects of Core Skills, particularly in the area of Oral Communication.

**Context for delivery:** If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes. This Unit is included as an optional Unit in the framework of the PDA Oral Health Care: Dental Managers at SCQF level 8.

**Assessment:** Evidence for this Unit should be generated through assessment undertaken in open-book conditions. There must be arrangements in place to ensure authenticity of work produced. Outcome 1 is assessed by the production of a presentation on a topic relevant to the dental environment. Outcome 2 is assessed by observation of the presentation by an assessor using an observation checklist and the candidate should produce a reflective account which identifies knowledge and skills gained and suggests areas for improvement.

## **Higher National Unit specification: statement of standards**

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

### **Outcome 1**

Select, plan and prepare a presentation on an agreed topic relevant to the dental environment

#### **Knowledge and/or Skills**

- ◆ Range of presentation methods and techniques
- ◆ Visual aids and technology
- ◆ Verbal and non verbal communication skills
- ◆ Topics relevant to the dental environment

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ identify and research a topic relevant to the dental environment
- ◆ select the appropriate format and composition of the presentation
- ◆ prepare a presentation using visual aids and technology

#### **Assessment Guidelines**

This Outcome will be assessed by the production of a presentation on a topic relevant to the dental environment.

## **Higher National Unit specification: statement of standards (cont)**

**Unit title:** Oral Health Care: Presentation Skills for Dental Managers

### **Outcome 2**

Deliver a presentation and evaluate own performance

#### **Knowledge and/or Skills**

- ◆ Techniques for effective delivery
- ◆ Range of resources and equipment
- ◆ Evaluation methods

#### **Evidence Requirements**

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ convey information to an audience at an appropriate pace and manner
- ◆ use appropriate communication and interpersonal skills
- ◆ manage resources and equipment effectively
- ◆ critically evaluate own practice

#### **Assessment Guidelines**

The presentation should be assessed by an assessor using an observation checklist and the candidate should produce a reflective account which identifies knowledge and skills gained and suggests areas for improvement.

## Administrative Information

|                                      |   |
|--------------------------------------|---|
| <b>Unit code:</b>                    | F20M 34   |
| <b>Unit title:</b>                   | Oral Health Care: Presentation Skills for Dental Managers |
| <b>Superclass category:</b>          | PF  |
| <b>Original date of publication:</b> | August 2007   |
| <b>Version:</b>                      | 01  |

### History of changes:

| Version | Description of change | Date |
|---------|-----------------------|------|
|         |                       |      |
|         |                       |      |
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|         |                       |      |

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## **Higher National Unit specification: support notes**

### **Unit title: Oral Health Care: Presentation Skills for Dental Managers**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit is designed to enable candidates to develop knowledge and skills required to deliver presentations. Within the dental environment, managers may be responsible for the in-house training and development of staff. This Unit will provide them with the skills to facilitate learning. The ability to deliver effective presentations is a valuable skill for candidates working in the dental environment as they may require to present information to colleagues, peers, dental patients or nursery/school pupils. This Unit is not just about developing the practical skills for preparing presentations, it is also about the skills required for public speaking; delivery styles, handling an audience, non verbal communication, body language etc.

#### **Outcome 1**

This Outcome requires the candidate to plan and prepare a presentation on a topic relevant to the dental environment. This will include:

- ◆ The range of resources available to deliver presentations including computer based presentation packages
- ◆ The range of visual aids, graphs, charts, photographs, pictures, maps, videos, objects and models, slides, overheads.
- ◆ The use of handouts as a means of supporting the presentation and reinforcing the main points
- ◆ The influence of the content, purpose, location and nature of the audience in determining the format of the presentation
- ◆ An awareness of different learning styles
- ◆ Sources of information to support the content of the presentation, internet, books, journals, research etc
- ◆ The appropriate format for the presentation — informative, persuasive, entertaining, use of facts and figures, narratives, humour

#### **Outcome 2**

This Outcome provides candidates with an opportunity to demonstrate:

- ◆ Delivery skills including voice projection and using microphone/ speaker systems
- ◆ Awareness of nonverbal communication — posture, mannerisms, movement, eye contact.
- ◆ Handling of audience participation — questions and answers.
- ◆ Responding to individual needs and learning styles
- ◆ Handling of distractions and disruptions
- ◆ Use of exercises and activities which reinforce the main aims of the presentation
- ◆ Health and Safety requirements are met
- ◆ Analysis and critical self evaluation of presentation

## **Higher National Unit specification: support notes**

**Unit title:** Oral Health Care: Presentation Skills for Dental Managers

### **Guidance on the delivery and assessment of this Unit**

While much of this Unit deals with generic skills relating to communicating information to a range of audiences, the context is clearly focussed on the Outcome 1 is assessed by the production of a presentation on a topic relevant to the dental environment. Outcome 2 is assessed by observation of the presentation by an assessor using an observation checklist and the candidate should produce a reflective account which identifies knowledge and skills gained and suggests areas for improvement.

#### ***Opportunities for developing Core Skills***

There is no automatic certification of Core Skills in this Unit. However, there are clear opportunities to develop aspects of the Core Skill of *Communication* (Oral Communication).

#### **Open learning**

Some parts of this Unit may be suitable for open/blended learning, in particular the knowledge aspects could be delivered by open or distance learning. If this Unit is to be delivered by such learning methods, additional planning and resources may be required for candidate support, assessment and quality assurance. Delivering centres will be responsible for ensuring authenticity of candidate's work

#### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## General information for candidates

### Unit title: Oral Health Care: Presentation Skills for Dental Managers

This Unit forms part of the Professional Development Award in Oral Health Care Dental Manager at SCQF level 7 and is designed to provide you with presentation skills.

On completion of this Unit you should be able to:

- ◆ Select, plan and prepare a presentation on an agreed topic relevant to the dental environment
- ◆ Deliver a presentation and evaluate own performance

This Unit is assessed by the production and delivery of a presentation on a topic of your choosing, which must be relevant to the dental environment. The presentation will be observed and assessed by an assessor. You will also write a reflective account which identifies knowledge and skills you have gained and suggest areas for improvement.

This Unit will also help you to develop aspects of the Core Skill of *Communication*, particularly Oral Communication.