National Unit Specification: general information

UNIT   PC Passport: Presentations (Intermediate 2)

NUMBER   DC9T 11

COURSE   PC Passport

SUMMARY

This unit is designed to enable candidates to develop and apply skills and knowledge to become proficient in performing everyday presentation tasks using appropriate software.

The candidate will learn how to create and enhance presentations, to manipulate and format presentations and to deliver and amend electronic presentations.

OUTCOMES

1   Use a computer system to perform routine tasks related to presentations.
2   Construct a presentation for a specific purpose and audience.
3   Deliver a presentation to a specific audience.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. Candidates undertaking this unit do not require to have any prior knowledge or experience of presentation software. However basic knowledge of computers would be an advantage.

CREDIT VALUE

1 Credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

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.

Administrative Information

National Unit Specification: general information (cont)

CORE SKILLS
This unit contributes to IT Core Skills Intermediate 2.

Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, publication code BA0906).

National Unit Specification: statement of standards

UNIT   PC Passport: Presentations (Intermediate 2)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1
Use a computer system to perform routine tasks related to presentations.

Performance criteria
a)   The use of computer hardware is efficient and effective.
b)   The use of the operating system is efficient and effective.
c)   The use of presentation software is efficient and effective.
d)   Files formats are accurately described.
e)   The characteristics of media elements are accurately explained.

Note on range for the outcome
Tasks: preparing a computer for a presentation; loading presentation software; saving a presentation; output a presentation.
File formats: formats relating to text; formats relating to graphics.
Characteristics of media elements: characteristics affecting file size; characteristics affecting quality.

Evidence requirements
Performance evidence that the candidate can use a computer system to the standards defined by performance criteria (a) to (c). This will be in the form of an observation checklist or other means of recording candidate performance (such as a video recording).

Evidence of knowledge and understanding will consist of 10 objective questions relating to performance criteria (d) and (e) and underpinning knowledge relevant to performance criteria (a) to (c). Candidates are required to produce at least 7 correct answers.

OUTCOME 2
Construct a presentation for a specific purpose and audience.

Performance criteria
a)   The presentation is fit for purpose in terms of content and layout.
b)   The presentation is appropriate to the target audience.
c)   The presentation is attractively presented in terms of its design and appearance.
d)   The selection of media elements is appropriate to the nature of the audience, the purpose of the presentation, and the intended output medium.

National Unit Specification: statement of standards

UNIT   PC Passport: Presentations (Intermediate 2)

Note on range for the outcome
Purpose: Personal; business.
Output medium: paper; slide show.

Evidence requirements
Performance evidence that the candidate can construct a presentation to the standards defined by performance criteria (a) to (e). The minimum evidence will consist of two presentations covering both defined purposes and both defined output media.

Evidence of knowledge and understanding will consist of 10 objective questions relating to performance criterion (e) and underpinning knowledge relevant to performance criteria (a) to (d). Candidates are required to produce at least 7 correct answers.

OUTCOME 3
Deliver a presentation to a specific audience.

Performance criteria
a)   Hardware and software are correctly prepared prior to the presentation.
b)   Interaction with hardware and software during the presentation if efficient and effective.
c)   The presentation runs smoothly on the target medium.
d)   Unexpected problems are resolved or the presentation is terminated in a controlled manner.
e)   The presentation is delivered in an appropriate manner consistent with the target audience and purpose of the presentation.
f)   The presentation is effective in providing the required information to the intended audience.

Note on range for the outcome
Audience: fellow students.
Purpose: personal; business.
Target medium: paper; slide show.

Evidence requirements
Performance evidence that the candidate can deliver a presentation to the standards defined by performance criteria (a) to (f). The minimum evidence will consist of two presentations covering both defined purposes and both defined media, together with an observation checklist to record the standard of their performance when delivering the slide show presentation.

Evidence of knowledge and understanding will consist of 5 objective questions relating to the underpinning knowledge relevant to performance criteria (a), (c) and (d). Candidates are required to produce at least 3 correct answers.

National Unit Specification: statement of standards (cont)

UNIT   PC Passport: Presentations (Intermediate 2)

EVIDENCE REQUIREMENTS FOR THE UNIT
The assessment of knowledge and understanding can be combined into a single instrument of assessment consisting of 25 objective questions relating to outcomes 1, 2 and 3. The distribution of questions should adhere to the evidence requirements for each outcome:

Outcome 1   10 questions
Outcome 2   10 questions
Outcome 3   5 questions.

The combined pass mark for this assessment is 17 correct answers (out of 25 questions). If a single instrument of assessment is used, it is not necessary to satisfy the pass mark for each outcome. Candidates will be deemed to have achieved all outcomes (with respect to their knowledge and understanding) if their combined score is at least 17 out of 25. However, for the purposes of re-assessment, the individual thresholds for each outcome will be followed.

National Unit Specification: support notes

UNIT   PC Passport: Presentations (Intermediate 2)

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 may be delivered as a stand-alone unit or in combination with other units as part of the PC Passport award at Intermediate 2 level.

This unit is one of a series of units entitled *Presentation Software*. Similar units exist at Higher level.

Corresponding to Outcome 1-3

This outcome relates to the routine tasks candidates must be able to perform in order to create a presentation. Routine tasks are those required from a competent user of presentation software. The required tasks are defined in the range. The performance criteria define the standards which should be applied to candidate activity.

Outcome 1

Performance criteria (a) requires the candidate to use hardware efficiently and effectively.
The range of hardware used by candidates will vary but typical hardware devices would include: keyboard, pointing mechanism (mouse), speakers, screen, printer and system unit. Candidates will also use presentation hardware such as : remote mouse, OHP, projector and projector screen. Effective use of hardware means that, for example, candidates will be able to use the hardware without assistance. They are also expected to complete the prescribed range of activities efficiently, in other words, within an acceptable period of time and without too many attempts. For example, candidates can set up hardware, ensure connections are satisfactory and can connect to a network within a defined time scale.

Performance criteria (b) requires the candidate to use an operating system efficiently and effectively.
The use of the operating system should be limited to that required to carry out the tasks defined in the range. At this level, there is a requirement that candidates not only accomplish the task (which relates to effectiveness) but that they can also complete the task effectively – without assistance and within a short period of time. An example of tasks would be to load a presentation, organise files using folders, find files, use and format a 3 ½ floppy disk and use CD ROM's.

Performance criteria (c) requires the candidate to use the presentation software efficiently and effectively. At this level the candidates should not only accomplish the task, they should also perform the task without assistance and within a short period of time. The use of presentation software should be no more than that required to carry out the tasks as defined in the range.
For example, candidates are required to create a new presentation and also save and print the presentation.

Performance criteria (d) requires the candidate to accurately describe file formats.
The description of the file formats should be no more than those defined in the range.
The description can be given either in written format or orally, however evidence of oral answers should be included in the portfolio.

National Unit Specification: support notes (cont)

UNIT   PC Passport: Presentations (Intermediate 2)

Performance criteria (e) requires the candidates to accurately explain the characteristics of media elements. The media elements should be no more than those defined in the range. This would include video clips and graphics and would incorporate the types of file used, storage of files, size of file, quality of the clip, and alternative files that could have been used and the types of files e.g. Jpeg and how size can affect quality.

Outcome 2
This outcome relates to the construction of a presentation for a specific purpose and audience. The presentation should be geared towards the audience based on both personal and business purposes. The performance criteria define the standards which should be applied to candidate activity.

Performance criteria (a) requires the presentation to be fit for purpose in terms of content and layout. The presentation purpose should be limited to that required to carry out the tasks as defined in the range. One presentation should be provided for each purpose and should fit the requirements in terms of content and layout. For example, the presentation for a business purpose should have a more formal layout in terms of templates used and possibly a company logo added. The contents of the presentation should be clear and text formatting should be uniform throughout the presentation. A personal presentation can be more relaxed on layout and content but should still use clear language with no errors and both content and layout should be appropriate for the intended audience.

Performance criteria (b) requires that the presentation is appropriate to the target audience. Candidates should ensure that each presentation is suited for the required audience in terms of content and language used, layout is appropriate and there are no errors in the presentation.

Performance criteria (c) requires that the presentation is attractively presented in terms of design and appearance. Candidates are expected to incorporate a variety of design options such as templates, graphics and a number of different slides as appropriate. The presentation should 'flow' and slides should follow in a logical order. Candidates should also ensure that the presentation content is succinct and relevant to the audience. Similarly, candidates are required to use a variety of options to enhance the appearance of a presentation. This should include at least four character formatting and paragraph formatting options throughout each presentation and should also include using bullet points, AutoShapes, WordArt and graphics. However, these four options can be spread over the two presentations and don't need to be incorporated into each one.

Performance criteria (d) requires that the selection of media elements used are appropriate to the nature of the audience, the purpose of the presentation and the intended output medium. The use of output medium and audience should be limited to that required to carry out the tasks defined in the range. The media elements used should incorporate graphics and sound and should be appropriate to the audience and the subject matter of the presentation.

The media elements used should be suitable for running a slide show and for printing in the form of e.g. handouts.

Outcome 3
This outcome relates to delivering a presentation to a specific audience for a defined purpose. The performance criteria define the standards which should be applied to candidate activity.

National Unit Specification: support notes (cont)

UNIT   PC Passport: Presentations (Intermediate 2)

Performance criteria (a) requires the candidate to ensure that hardware and software are correctly prepared prior to the presentation. Candidates should be proficient with setting up hardware including a projector, pointing device and also connecting to a network. Similarly candidates should be able to prepare software including preparing a slide show ready for a presentation.

Performance criteria (b) requires the candidate to ensure that interaction with hardware and software during a presentation is effective and efficient. This means that all problems during the delivery of a presentation are dealt with without assistance and within an acceptable period of time. For example, if the monitor went blank during a presentation the candidate could attempt to solve the problem or if the remote mouse wasn't working the candidate could adapt their presentation style to compensate for this. The candidate is expected to cope with any unexpected complications and adapt the presentation accordingly depending on the situation.

Performance criteria (c) requires that the presentation runs smoothly on the target medium. Candidates would be expected to ensure that the hardware and software being used is appropriate for the presentation. For example, the candidate should be aware of different versions of software and ensure that they have a compatible version for the PC being used for the presentation. Candidates should also be aware that they have the correct equipment. For example if their presentation incorporates sound they should ensure that they have a PC with a sound card and have appropriate speakers.

Performance criteria (d) requires that any unexplained problems are resolved or that the presentation is terminated in a controlled manner. This performance criteria includes dealing with problems from both hardware and software. Candidates should be able to respond to any unexplained problems with running a slide show. For example candidates should be able to restart a slide show with ease, move back and forth between slides, pause a slide show, navigate to a specific slide and terminate a slide show at any stage. Candidates should be proficient in dealing with a variety of hardware problems, including loss of network connection, remote mouse not responding, PC terminating or projector not responding. Candidates are required to complete the defined tasks without assistance and within a defined period of time. So, for example it is not acceptable for them to require repeated attempts at resolving software and hardware problems.

Performance criteria (e) requires that the candidate must deliver a presentation in an appropriate manner consistent with the target audience and purpose of the presentation. The purpose of the presentation should be no more than that required to carry out the tasks defined in the range. Candidates must deliver one presentation to the target audience. The presentation should be informative and relevant to the audience and the presenter should be both coherent in their manner and approach.

Performance criteria (f) requires candidates to ensure the presentation is effective in providing the required information to the intended audience as detailed in the range.

The candidate should deliver the presentation without assistance and should provide relevant and up to date information to the audience.

National Unit Specification: support notes (cont)

UNIT   PC Passport: Presentations (Intermediate 2)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

A practical, hands-on approach to learning should be adopted. The emphasis should be on learning-by-doing. Terminology and underpinning knowledge should be introduced in a practical context.

The actual distribution of time between outcomes is at the discretion of the centre. However, the following is suggested:

Outcome 1   12 hours
Outcome 2   16 hours
Outcome 3   12 hours

Throughout this unit, candidates presentations should relate to their personal or business interests. For example, candidates should be encouraged to develop presentations and exercises that can stimulate their interests and develop existing skills.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It is recommended that centres combine the assessment of knowledge and understanding into a single objective question paper. Re-assessment should be undertaken by re-assessing the specific outcomes which have not been passed.

Evidence of practical competence should be stored in a portfolio. At the completion of this unit the portfolio should contain a range of evidence, drawn from the evidence requirements for each outcome. This will include copies of documents and an observation checklist and/or a questioning report.

This material may be stored in paper or electronic format. Centres may choose to store candidate evidence in an electronic portfolio (e-portfolio).

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, publication code AA0645).