



National Unit Specification: general information

UNIT Researching and Preparing Presentations (SCQF level 5)

CODE F5A0 11

SUMMARY

In this Unit candidates will develop skills and competencies in the research, collation and presentation of information in an administrative role using appropriate software. It is suitable for candidates who wish to work in a support position and will help to improve their skills in locating and retrieving requested information for specific purposes.

OUTCOMES

- 1 Research information using different techniques for specific needs.
- 2 Collate, present and select required information.
- 3 Create a presentation from researched data for a specific purpose and audience.

RECOMMENDED ENTRY

Entry is at the discretion of the Centre.

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

Superclass: AF

Publication date: November 2008

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2008

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre, telephone 0845 279 1000.

National Unit Specification: general information (cont)

UNIT Researching and Preparing Presentations (SCQF level 5)

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

The Unit provides opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Problem Solving (SCQF level 4)
- ◆ Information Technology (SCQF level 4)

These opportunities are highlighted in the Support Notes of this Unit Specification.

National Unit Specification: statement of standards

UNIT Researching and Preparing Presentations (SCQF level 5)

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 SQA.

OUTCOME 1

Research information using different techniques for specific needs.

Performance Criteria

- (a) Search for and identify appropriate sources of information clearly and accurately.
- (b) Gather relevant and accurate information for specific needs.
- (c) Use a variety of Internet search techniques.
- (d) Bookmark and store relevant websites.

OUTCOME 2

Collate, present and select required information.

Performance Criteria

- (a) Collate information for specific needs.
- (b) Present information in a format appropriate to requirements.
- (c) Select information from research to compile presentation.

OUTCOME 3

Create a presentation for a specific purpose and audience.

Performance Criteria

- (a) Use software to create an electronic presentation.
- (b) Use a master slide to ensure consistency in heading and text styles.
- (c) Use the software efficiently to enhance the presentation.
- (d) Save and Print the presentation in required view.

National Unit Specification: statement of standards (cont)

UNIT Researching and Preparing Presentations (SCQF level 5)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

The assessment(s) will be carried out under open-book supervised conditions where candidates should have access to notes, reference books, internet and online help. Assessment should take place at appropriate points during delivery of the Unit.

The Assessment Support Pack for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

Outcomes 1 and 2

Candidates will be required to research information for a given task. This should involve at least two different sources eg: text books, journals, newspapers, brochures, CDs and the internet. They will be expected to extract information for a specified purpose and identify clearly the source of this information and the process they used to find it. They will be expected to use at least two different methods of searching for information on the internet and identify the key words in their search. Candidates can be observed bookmarking and storing favourite websites.

Outcome 3

They will then create an electronic presentation using the researched data. The presentation should be between 8 and 10 slides, the candidates will be required to:

Use the master and title slides to:

- ◆ apply background colour schemes or a design template
- ◆ define different fonts(at least two), and enhancements — bold, italics, borders and shading (at least one)
- ◆ insert a logo on the master slide
- ◆ insert slide numbers in the footer

Candidates should also be able to:

- ◆ insert graphics, charts, pictures or diagrams (at least two)
- ◆ animate text and objects in a minimum of three slides
- ◆ apply slide transitions to the whole presentation
- ◆ apply a hyperlink to a web page or alternative file
- ◆ prepare notes to go with particular slides (at least one slide)

Candidates will be required to produce **one printout** of the completed presentation in handout view (ie six slides to a page) and **one printout** of at least one slide in notes view. Candidates should provide an electronic version of the presentation file to the teacher/lecturer for assessment purposes.

National Unit Specification: statement of standards (cont)

UNIT Researching and Preparing Presentations (SCQF level 5)

The **final Evidence** for this Unit will consist of a folder or portfolio containing:

- ◆ research evidence collated and organised (either web pages with notes on the search engines and criteria used and/or word processed documents (memo, table or email print) with details of sources and evidence found)
- ◆ screen dump of bookmarked sites
- ◆ printout of presentation in handout view
- ◆ printout of a slide in notes view
- ◆ electronic copy of presentation
- ◆ overall assessment checklist

National Unit Specification: support notes

UNIT Researching and Preparing Presentation (SCQF level 5)

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 a mandatory Unit the National Certificate Group Award in Administration (SCQF level 5) but can also be taken as a free-standing Unit.

This Unit should be set in the context of the modern business environment and, as such, candidates should be introduced to the correct procedures for researching information from a variety of different sources and using modern administrative practices throughout. Candidates could be taken to the library/study centre to explore CD ROMs, Catalogues and other sources of information for research purposes. They should have access to the Internet and industry standard software and hardware. They should be encouraged to summarise and collate only the information requested and be able to produce their findings in an acceptable format within given deadlines set by the teacher/lecturer. If the information is downloaded from the internet it should be presented in a manner that employers would find useful and effective rather than just as a printout which would require further reading.

Candidates will be expected to create a presentation for a given brief using the information they have previously sourced. The presentation should be appropriate for the given purpose and target audience in terms of content and layout. It should be attractively presented using a custom background or design template, the slide master, bullet points, animated charts and graphics and text enhancement features. The slides should be in a logical order and the presentation should be fit for purpose.

The importance of good file management should be stressed from the outset and should permeate the whole Unit.

Candidates should be able to:

- ◆ locate folders and files on hard drive and external drives
- ◆ create, and open files and folders
- ◆ rename files and folders
- ◆ copy files and folders
- ◆ use backup procedures

Spell check and error correction techniques should be used throughout.

National Unit Specification: support notes (cont)

UNIT Researching and Preparing Presentation (SCQF level 5)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The content of this Unit should be contextualised in tasks and activities which an administrator at this level would be expected to carry out, and therefore specific requests for information on selected topics would be more advisable than just getting the candidate to find information without a specific brief. Where candidates are studying the NC in Administration it would be good practice to take account of the knowledge and understanding from other units within the programme for example central office services — comparison of different types of photocopiers and the benefits they could bring to the organisation. Legislation — purpose of Data Protection Act, or organising events or travel — providing information and details about visits to other parts of the country or world.

Candidates should be encouraged to find information within agreed time limits to avoid ‘over surfing of the internet’. They should also be encouraged to check all electronic sources for validity and currency.

Candidates should take responsibility for their own learning keeping a folder of their findings and for formative assessment should work in groups to help promote teamworking and problem solving skills.

It is not intended that any references in the Unit Specification are software specific. All such references should be treated as generic.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

It is envisaged that candidates, by using the internet appropriately and the use of appropriate software to create presentations will be able to develop aspects of the Core Skills in *Information Technology* and *Communications*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The assessment for this Unit should be open-book for Outcomes 1 and 2, but Outcome 3 should be produced under open-book controlled conditions. There is no time limit for the production of the presentation and there is no requirement for the presentation to be delivered. A holistic approach should be taken so that candidates work to a ‘brief’ allowing for a set theme and continuity, but each Outcome can be separately assessed if required.

Where candidates fail to meet the assessment criteria re-assessment should follow using an alternative instrument of assessment.

Reference should be made to the Assessment Support Pack available for this Unit.

National Unit Specification: support notes

UNIT Researching and Preparing Presentation (SCQF level 5)

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by information and communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

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).