



National Unit specification

General information

Unit title: Web Apps: Presentations (SCQF level 6)

Unit code: HA6J 46

Superclass: CE

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Unit purpose

This Unit is designed to provide knowledge and skills in using presentation application packages to create **complex** presentations. The Unit has a particular emphasis on using online web applications, although this is not exclusive and desktop apps should also be used as long as they can communicate with a cloud based service.

This Unit covers the creation of complex presentations, including creating, editing, saving, sharing and collaborating on, presentation documents. Learners will develop knowledge and skills in the use of **advanced** application features and in how to make use of media elements in presentations.

This Unit is suitable for learners who wish to enhance their knowledge and further develop their skills in the use of the advanced features of presentation applications.

This Unit is a mandatory Unit within the National Progression Award PC Passport at SCQF level 6.

Outcomes

On successful completion of the Unit the learner will be able to:

- 1 Describe advanced presentation application features.
- 2 Create a complex presentation.
- 3 Collaborate on a complex presentation.

National Unit specification: General information (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

Credit points and level

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6)

Recommended entry to the Unit

Entry to this Unit is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent Units:

Web Apps: Presentations at SCQF level 5

Web Apps: Word Processing at SCQF level 5

Web Apps: Spreadsheets at SCQF level 5

In terms of prior learning and experience, relevant experiences and Outcomes may also provide an appropriate basis for doing this Unit.

Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

Complete Core Skill Problem Solving at SCQF level 6

Core Skill component Providing/Creating Information at SCQF level 6

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

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.

The Assessment Support Pack (ASP) for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

National Unit specification: Statement of standards

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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

Describe advanced presentation application features.

Performance Criteria

- (a) Describe the different types of media and charts that can be embedded in a presentation.
- (b) Describe the uses of advanced editing functions in a presentation package.
- (c) Describe the advanced design formatting functions of a presentation package.
- (d) Describe the advanced transition and animation effects of a presentation package.
- (e) Describe how to share, collaborate and communicate on a presentation safely and securely via a cloud service.
- (f) Describe commonly accepted standards of visual design.
- (g) Describe customisation options of a presentation package.

Outcome 2

Create a complex presentation.

Performance Criteria

- (a) Identify target audience for a presentation.
- (b) Identify purpose of the presentation and its key objectives.
- (c) Select an appropriate template to present the information.
- (d) Use advanced editing facilities to create the presentation.
- (e) Select complex multimedia elements to enhance the presentation of information.
- (f) Select complex transitions and animations.
- (g) Apply complex design, transitions and animations to the presentation.
- (h) Visual design is effective.

Outcome 3

Collaborate on a complex presentation.

Performance Criteria

- (a) Upload a presentation to a cloud service.
- (b) Share a presentation for editing safely and securely via a cloud service.
- (c) Communicate with online users safely from within a cloud service.
- (d) Collaborate on the production of a complex presentation via a cloud service.
- (e) Edit the online presentation in response to the feedback through collaboration.

National Unit specification: Statement of standards (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

Evidence Requirements for this Unit

Assessors should use their professional judgement, subject knowledge and experience, and understanding of their learners to determine the most appropriate ways to generate evidence and the conditions and contexts in which they are used.

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. However, sampling may be used in certain circumstances (see below).

The evidence for this Unit may be written or oral or a combination of these. Evidence may be captured, stored and presented in a range of media (including audio and video) and formats (analogue and digital). Particular consideration should be given to digital formats and the use of multimedia.

Evidence is required for **two** types of competence: evidence of cognitive competence (knowledge and understanding) and evidence of practical competence (practical abilities).

The evidence of cognitive competence for this Unit will relate to Outcome 1 (all Performance Criteria). Evidence of cognitive competence may be sampled across the knowledge domain defined by this Unit specification, so long as the sample is unknown, and unpredictable, to the candidate. Where sampling is used to assess the candidate's knowledge and understanding, an appropriate pass mark should be set.

The evidence of practical competence for this Unit will relate to Outcome 2 (all Performance Criteria) and Outcome 3 (all Performance Criteria). Evidence should be generated by the creation of **at least two complex** multimedia presentations using web or desktop presentation application packages in conjunction with a suitable cloud service. It is anticipated that for some of the more complex tasks that a desktop presentation application will be used as not all complex features are currently available in the web apps.

The complexity of the presentation relates to the **use** of the advanced features and collaborative aspects of the presentation package; **not** the contents of the presentation. However, the contents must serve as a vehicle to demonstrate the Performance Criteria and, as such, are expected to be non-trivial.

At least one of the presentations must be shared for editing with **at least one** additional user via a cloud service. The candidate must communicate and collaborate with another user on the presentation via that cloud service and edit the presentation based on the feedback as part of that collaboration.

Evidence of practical competence may be produced over an extended period of time; but where it is generated without supervision some means of authentication must be carried out. The Guide to Assessment provides advice on methods of authentication.

The Guidelines on Approaches to Assessment (see the Support Notes section of this specification) provide specific examples of instruments of assessment.



National Unit Support Notes

Unit title: Web Apps: Presentations (SCQF level 6)

Unit Support Notes are offered as guidance and 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 a group of Units making up an award, eg PC Passport at SCQF level 6.

This Unit is suitable for learners who have experience of using presentation applications to create routine multimedia presentations and who wish to enhance their knowledge and further develop their skills in the use of the advanced features of presentation applications. The contents of this Unit provide an introduction to the advanced features of presentation application packages and sharing files within a cloud service.

The overall aim of this Unit is to provide learners with both knowledge and skill in using presentation application packages to create complex multimedia presentations. This includes creating, editing, saving, sharing and collaborating on, presentation documents. The Unit has a particular emphasis on using online web applications, although this is not exclusive and Desktop Apps should also be used as long as they can communicate with a cloud based service. It is recommended that learners make use of a desktop presentation app as well as a web based one, as many of the more advanced features are currently only available in the desktop versions.

Learners should be encouraged to actively explore the presentation package they are using in order to familiarise themselves with help menus and shortcuts as appropriate. In addition, they should be aware of the internet safety, security and confidentiality.

This Unit requires the use of cloud services, such as OneDrive, DropBox or Google Drive, to allow for sharing, feedback and collaboration. If access to cloud services is restricted in your centre then it is acceptable to use the basic functionality of the web interfaces of your chosen cloud services to upload and download files via shared links. Learners can then view or edit presentations using an appropriate desktop app and, if required, upload edited versions back to the cloud. The Unit also requires communication to take place, preferably via a real time (instant messaging) service such as Skype; if this is restricted in your centre it is acceptable to use an alternate method of communication such as e-mail.

This Unit deals mainly with the practical use of presentation application packages and on completion of the Unit, learners should be able to make an informed choice as to which presentation features are appropriate for a particular task. Learners must store and share presentation documents using a cloud service.

National Unit Support Notes (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

Learners should examine the different cloud based services available, before deciding on the one they are going to use. These include, but are not limited to, Microsoft's OneDrive, Dropbox and Google Drive. Microsoft and Google both include their own integrated free web based presentation application packages within their cloud services (Microsoft PowerPoint and Google Slides). Dropbox offers integration to 3rd party applications, such as Microsoft's Office365 which includes PowerPoint.

Outcome 1

Learners are expected to be able to describe the main types of media and charts (flowcharts, organisational charts etc.) that can be embedded into a presentation package. This should include text and all common graphical, audio and video formats, including, but not limited to JPG, PNG, GIF, WAV, MP3, MP4 and WMV.

Learners should be able to describe advanced editing and formatting functions in a presentation package, such as:

- ◆ Creating blank presentations
- ◆ Creating presentations using templates
- ◆ Inserting, copying, hiding, deleting and changing the order of slides. This will include copying or moving slides from one presentation into another.
- ◆ View slides using different presentation views, eg Outline view and slide sorter in Microsoft Office
- ◆ Changing the size and orientation of slides
- ◆ Inserting and editing text
- ◆ Setting text fonts including font type, style, size and colour
- ◆ Copying, deleting and moving text and text boxes
- ◆ Paragraph formatting including inserting bullet points, numbering, text alignment and indents
- ◆ Inserting and formatting tables including modifying the number of rows and columns, applying table styles and importing tables from external sources
- ◆ Importing text based files
- ◆ Inserting and editing multimedia objects including shapes, text effects, graphics, audio and video
- ◆ Copying, deleting, moving, resizing, cropping, aligning and grouping objects
- ◆ Applying effects and styles to objects such as borders, shadows, recolouring
- ◆ Rearranging the order of objects to change which object(s) appear on top of others
- ◆ Applying a slide master, adding/modifying layouts, adding page numbers, inserting headers and footers
- ◆ Inserting and editing hyperlinks
- ◆ Linking to external online media
- ◆ Setting automated playback options and start/stop timings for audio and video
- ◆ Inserting and editing illustrations such as flowcharts and organisational charts, including modifying styles, chart type, adding/modifying legends and importing charts from external sources (eg importing a Visio chart into PowerPoint).
- ◆ Applying transition effects between slides using timings

National Unit Support Notes (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

- ◆ Applying advanced animation effects to objects and text using timings, triggers and motion paths
- ◆ Setting and modifying design themes
- ◆ Changing the background colour or setting a background image
- ◆ Create custom slideshows, configure slideshow options, rehearse timings and annotate slideshows
- ◆ Review changes and manage comments; this should include adding comments to presentations, tracking changes and reviewing changes

Learners should be able to describe how to share and collaborate on a presentation via a cloud service in a secure and safe manner, so that only the intended recipients can view and/or edit the presentation. They should be aware of the differences between a sharing a file to invited individuals or publically. They should also understand the difference between sharing a file as view only or with edit rights. They should be able to discuss the different methods of communicate provided by cloud services to aid collaboration.

Outcomes 2

Learners should be able to use advanced editing and formatting functions in a presentation package, to carry out tasks such as:

- ◆ Creating blank presentations
- ◆ Creating presentations using templates
- ◆ Inserting, copying, hiding, deleting and changing the order of slides, including copying or moving slides from one presentation into another
- ◆ View slides using different presentation views, eg Outline view and slide sorter in Microsoft Office
- ◆ Changing the size and orientation of slides
- ◆ Inserting and editing text
- ◆ Setting text fonts including font type, style, size and colour
- ◆ Copying, deleting and moving text and text boxes
- ◆ Paragraph formatting including inserting bullet points, numbering, text alignment and indents
- ◆ Inserting and formatting tables including modifying the number of rows and columns, applying table styles and importing tables from external sources
- ◆ Importing text based files
- ◆ Inserting and editing multimedia objects including shapes, text effects, graphics, audio and video eg This could include the likes of SmartArt, WordArt in MS PowerPoint
- ◆ Copying, deleting, moving, resizing, cropping, aligning and grouping objects
- ◆ Applying effects and styles to objects such as borders, shadows, recolouring
- ◆ Rearranging the order of objects to change which object(s) appear on top of others
- ◆ Applying a slide master, adding/modifying layouts, adding page numbers, inserting headers and footers
- ◆ Inserting and editing hyperlinks
- ◆ Linking to external online media

National Unit Support Notes (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

- ◆ Setting automated playback options and start/stop timings for audio and video
- ◆ Inserting and editing illustrations such as flowcharts and organisational charts, including modifying styles, chart type, adding/modifying legends and importing charts from external sources (eg importing a Visio chart into PowerPoint)
- ◆ Applying transition effects between slides using timings
- ◆ Applying advanced animation effects to objects and text, using timings, triggers and motion paths
- ◆ Setting and modifying design themes
- ◆ Changing the background colour or setting a background image
- ◆ Create custom slideshows, configure slideshow options, rehearse timings and annotate slideshows
- ◆ Review changes and manage comments; this should include adding comments to presentations, tracking changes and reviewing changes
- ◆ Printing presentations using various print layouts
- ◆ Saving presentations into different formats, password protecting and encrypting presentations
- ◆ Customising

Outcome 3

Learners should be able to use a cloud service to store, share and allow other users to collaborate on a presentation online. Learners should understand the difference between sharing a file with invited individuals or publically. They should also understand the difference between sharing a file with view only or edit permissions. Learners must be able to share a file publically or with specific individuals, with viewing and/or editing privileges as required.

Once shared, they must be able to communicate with other users as part of the collaboration process, by adding named comments within the presentation or by instant messaging, audio calls or video calls via the chosen cloud service. If restrictions don't allow for this in your institution another form of electronic communication, such as e-mail or social media is acceptable. Whatever the form of communication chosen it should take account of safe practices in terms of working online safety and security, so that only the chosen collaborators receive the appropriate communication.

Guidance on approaches to delivery of this Unit

This Unit has been designed to provide learners with both knowledge and skill in using presentation application packages to create complex multimedia presentations. This includes creating, editing, saving and sharing presentation documents. It is anticipated that the vast majority of the time spent on this Unit will be on practical exercises.

Outcome 1 is knowledge based, but the majority of the knowledge can be gained through practical experience of using presentation applications. Therefore, before attempting the assessment for Outcome 1, it is recommended that learners should have carried out practical exercises for Outcomes 2 and 3 as well.

Below is a rough guide to how the 40 hours should be split up based on teaching, learning and assessment for each Outcome.

National Unit Support Notes (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

Outcome 1 — 10 hours

Outcome 2 — 20 hours

Outcome 3 — 10 hours

In terms of delivery it is recommended that the first 30 hours are spent covering the knowledge and skills required for all three Outcomes, which should then be assessed using two assessment instruments within the final 10 hours. One covering Outcome 1 and a second assessment instrument covering Outcomes 2 and 3.

The allocated timings allow for assessment and re-assessment where required.

While teaching will necessarily focus on a specific product, learners should be made aware that alternative packages are available and should be encouraged to explore these alternatives and the generic features of the class of software should be emphasised.

This Unit may be delivered stand-alone or in conjunction with other Units. Where it is delivered alongside other Units, there is an opportunity to contextualise this Unit in terms of the contents of the other Unit(s) since this Unit's contents are generic.

Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

The evidence for all Outcomes should be generated under controlled conditions. The amount of control will vary from context to context. However, in every case, the conditions of assessment must be controlled to some extent. Where the amount of control is low, the amount of authentication should rise. It is not acceptable to produce evidence in lightly controlled conditions with little or no authentication.

Authentication may take various forms including, but not limited to, oral questioning and plagiarism checks. Evidence can be recorded electronically or in written/printed form, however it is encouraged to look at alternate approaches making use of modern technology such as e-portfolios, web blogs, video blogs, pod casts and even social media. Some forms of evidence generation (such as video recordings) have intrinsic authentication and would require no further means of verification. Where evidence is not generated under closely controlled conditions (for example, out of class) then a statement of authenticity should be provided by the learner to verify the work as their own, and also state any necessary sources and permissions.

National Unit Support Notes (cont)

Unit title: Web Apps: Presentations (SCQF level 6)

It is recommended that a holistic approach to assessment is taken and that the practical skills required for Outcomes 2 and 3 are assessed by a single assessment instrument. The assessment of practical skills throughout this Unit may be demonstrated in the context of a single extended task as suggested or in the context of a number of smaller tasks where the evidence is produced at appropriate points throughout the Unit rather than on one assessment occasion. The evidence for collaboration may be captured in a variety of methods, including demonstration and/or screen captures using still images and/or video. It is acceptable for the other user to be the assessor.

Opportunities for 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 Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

This Unit will provide opportunities for learners to develop Core Skills in *Information and Communication Technology (ICT)* at SCQF level 6 and *Working with Others* at SCQL level 6.

This Unit has the Core Skill of Problem Solving and Providing/Creating Information component of Information and Communication Technology embedded in it. This means that when learners achieve the Unit, their Core Skills profile will also be updated to show they have achieved Problem Solving at SCQF level 6 and Providing/Creating Information at SCQF level 6.

History of changes to Unit

| Version | Description of change | Date |
|---------|---|------------|
| 02 | Core Skill Problem Solving at SCQF level 6 and Core Skills Component Providing/Creating Information at SCQF level 6 embedded. | 20/05/2016 |
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General information for learners

Unit title: Web Apps: Presentations (SCQF level 6)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is designed to provide you with knowledge and skills in using presentation application packages to create complex multimedia presentations. The Unit has a particular emphasis on using online web applications, although this is not exclusive and Desktop Apps should also be used as long as you can share your presentation and communicate with other online users within a cloud based service.

This Unit covers the creation of complex multimedia presentations, including creating, editing, saving, sharing and collaborating on, presentation documents. You will develop knowledge and skills in the use of advanced application features and in how to make use of media elements in presentations.

This Unit is suitable for you if you wish to enhance your knowledge and further develop your skills in the use of the advanced features of presentation applications. Previous experience of creating routine multimedia presentations is required.

This Unit is a mandatory Unit within the PC Passport National Progression Award at SCQF level 6.

The assessment of this Unit may take different forms. You may be required to take a short test for your knowledge and understand and carry out some practical tasks.

This Unit will provide you with opportunities to develop Core Skills in *Information and Communication Technology (ICT)* at SCQF level 6 and *Working with Others* at SCQL level 6.

This Unit has the Core Skill of Problem Solving and Providing/Creating Information component of Information and Communication Technology embedded in it. This means that when you achieve the Unit, your Core Skills profile will also be updated to show you have achieved Problem Solving at SCQF level 6 and Providing/Creating Information at SCQF level 6.