SQA Advanced Unit Specification

General information for centres

Unit title: Complex Oral Presentation

Unit code: HV78 47

Unit purpose: This Unit is about developing skills in analysing and evaluating complex oral communication, and in the planning and delivery of individual and group presentations.

It is particularly useful for those candidates who need to understand the factors involved in delivering an effective complex oral presentation and who themselves need to be able to demonstrate these skills in a vocational context.

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

1.   Analyse a complex oral presentation.
2.   Plan and deliver an oral presentation which analyses complex issues or information.
3.   Analyse, plan and deliver a group oral presentation which involves complex issues.

Credit value: 1 SQA 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 National 1 to Doctorates.

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. It would be beneficial, however, if a candidate had achieved one of the following:

♦   National Unit EE3T 12 Communication (NC)
♦   Higher English or its component Units
♦   Any other similar qualification or relevant experience.

Core skills: This Unit gives automatic certification of the following core skill: Working with Others at SCQF level 6.

It gives automatic certification of the following core skill component: Oral Communication at SCQF level 6.

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 emphasis of this Unit is vocational and assessments should be related to the vocational area of the group award.

Assessment: The Unit may be assessed as a standalone Unit but there are opportunities for integration, particularly Outcomes 2 and 3, with other Units which would form part of the group award.

Since the Core Skill component of Oral Communication at SCQF level 6 and the Core Skill of Working with Others at SCQF level 6 is embedded in this Unit, it is strongly recommended that you follow the assessment guidelines given. If you wish to use a different assessment model you should seek prior verification of the assessment instrument(s) you intend to use to ensure that the core skills are still covered.

An Assessment Exemplar pack for this Unit has been produced to indicate the national standard of achievement required at SCQF level 7.

SQA Advanced 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

Analyse a complex oral presentation

Knowledge and/or skills

♦ Structural elements required in a formal presentation
♦ Range of vocabulary, register and style used in a formal presentation
♦ Importance of pace, modulation, articulation and voice projection
♦ Use of signposting
♦ Non-verbal communication

Evidence requirements

The candidate will be required to demonstrate his/her knowledge and/or skills by showing that he/she can analyse a complex oral presentation which is at least ten minutes in length, and:

♦ correctly identify the structural elements of a formal presentation
♦ correctly explain the range of vocabulary, register and style used and its relationship to the intended audience
♦ correctly evaluate the use of pace, modulation, articulation, voice projection, signposting and non-verbal communication within a given presentation

Evidence will take the form of a written response of 500 words minimum or an oral response of five minutes minimum.

The assessment will be undertaken in conditions where arrangements have been put in place to ensure the authenticity of the candidate's work.

Assessment guidelines

The Outcome should be assessed before the candidate attempts Outcome 2. In this way the candidate will have a knowledge of the various elements which combine to produce an effective oral presentation and will be better equipped to deliver an effective presentation.

Outcome 2

Plan and deliver an oral presentation which analyses complex issues or information

Knowledge and/or skills

♦ Research skills
♦ Selection of information
♦ Production of a plan
♦ Organisation of information
♦ Use of vocabulary, register and style
♦ Use of pace, modulation, articulation and voice projection
♦ Use of signposting
♦ Use of non-verbal communication
♦ Use of supporting visual/non-visual material
♦ Response to questions

Evidence requirements

The candidate will be required to demonstrate his/her knowledge and/or skills by showing that he/she can deliver an oral presentation which analyses complex issues or information to an audience of at least six people and that he/she can:

♦ produce a detailed plan
♦ research, select and analyse relevant information
♦ organise information in a coherent manner
♦ employ vocabulary, register and style suitable to purpose
♦ use pace, modulation, articulation and voice projection effectively
♦ use signposting effectively
♦ select and produce supporting materials
♦ use non-verbal communication effectively
♦ use supporting visual/non-visual materials effectively
♦ respond to in depth questioning confidently and accurately

The presentation, which should be video-recorded, should last between 10 and 12 minutes should be followed by questions from the audience.

The assessment will be undertaken in conditions where arrangements have been put in place to ensure the authenticity of the candidate's work.

Assessment guidelines

The presentation could be delivered independently or integrated with the requirements of other units.

Outcome 3

Analyse, plan and deliver a group oral presentation which involves complex issues

Knowledge and/or skills

♦ Research and analytical skills
♦ Planning skills
♦ Identification of possible and essential components of a task
♦ Negotiation of goals, roles and responsibilities
♦ Co-operative working skills
♦ Presentation skills
♦ Evaluation skills

Evidence requirements

The candidate will be required to demonstrate his/her knowledge and/or skills by contributing to the analysis, planning and delivery of a group oral presentation. The candidate will demonstrate that he/she can:

♦ analyse the task in co-operation with others
♦ examine possible and essential components
♦ successfully negotiate nature and scope of goals, roles and responsibilities
♦ successfully negotiate rules for effective management of the group
♦ use working methods consistent with available resources
♦ support co-operative working
♦ contribute effectively to a group presentation
♦ successfully fulfil own roles and responsibilities
♦ review and evaluate own contribution with justification, supporting conclusions with evidence

Evidence will take the form of a video recording, and/or a detailed observation checklist of candidate performance, and written evidence of planning and evaluation for each candidate.

The assessment will be undertaken in conditions where arrangements have been put in place to ensure the authenticity of the candidate's work.

Assessment guidelines

Please see the support notes for more guidance on the assessment of this Outcome.

The presentation could be delivered independently or integrated with the requirements of other units.

Administrative Information

Unit code: HV78 47

Unit title: Complex Oral Presentation

Superclass category: KB

Date of publication: November 2017

Version: 01

Source: SQA

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of SQA Advanced Qualifications.

FURTHER INFORMATION: Call SQA's Customer Contact Centre on 44 (0) 141 500 5030 or 0345 279 1000. Alternatively, complete our Centre Feedback Form.

SQA Advanced Unit specification: support notes

Unit title: Complex Oral Presentation

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

The main purpose of this Unit is to develop sophisticated oral communication skills which will take the candidate beyond those achieved at SCQF level 6. The range of processes involved in the medium of oral communication, the perceptual influences on, and context and impact of a dialogue will be analysed in depth. The candidate should build on existing skills to present individual and group presentations of a depth and complexity relevant to vocational purpose and audience.

Candidates should be encouraged to make links with other Units and to be aware of the current requirements and expectations for professional presentations. There are opportunities for integration of assessment with other SQA Advanced Units.

Guidance on the delivery and assessment of this Unit

Candidates must be given the opportunity in formative work to refine analytical and practical skills. This will involve being given opportunities to evaluate a range of individual and group presentations of varying length as well as being given opportunities to deliver short formal presentations prior to assessment.

The Unit should involve effective use of visual and non-visual support material and competence in the use of equipment. Candidates should be encouraged to use software packages such as PowerPoint wherever practical. Where overhead transparencies or handouts are used, these should be produced to a professional standard. The candidate should be aware of the importance of using cues, cue cards or other signpost methods and should know to maintain eye contact with the audience and avoid reading a script.

Outcome 1 requires the candidate to provide a detailed analysis. An extended written response could be anticipated though an able candidate may write more concisely in developed note form providing a sufficiently detailed analysis. If evidence is provided orally this would normally take a minimum of five minutes to deliver and include sustained questioning. A checklist may be used by the candidate to assist a detailed analysis of the presentation.

Outcome 2 requires the candidate to plan and deliver an oral presentation of between 10 and 12 minutes which analyses complex issues or information. It is recommended that a detailed observation checklist is used in assessing the candidate's performance which should be recorded on video and may be used by the candidate for evaluation, to develop and enhance skills. An understanding of the factors influencing and affecting effective communication of complex issues may involve simple and direct style and language, but the emphasis will be on intention and on deliberate and skilled crafting of material to meet the needs of purpose and audience. A role play performance may be appropriate, with speaker and audience well briefed.

Questions from the audience should be 'open' requiring the candidates to display knowledge of the chosen topic. This may be evidenced by, for example, the candidate providing a more detailed explanation or analysis of a particular point already made in the presentation or being asked to interpret statistics presented. Responses should be accurate and display a sound awareness of the vocational context within which this Unit is set and of knowledge beyond the information presented. A candidate could be expected to answer a minimum of three in-depth questions.

Outcome 3

Outcome 3 requires the candidate to be part of the planning and delivery of a group presentation and affords an opportunity for candidates to work with others to complete a task. It could be integrated with other course components which involve work on complex issues, and this may include Graded Units.

♦ Supporting co-operative working could include evidence of anticipating the needs of others, keeping others informed of progress and difficulties, and any implications of these.
♦ Reviewing and evaluating will involve drawing conclusions on his/her contribution and justifying these with evidence. Evaluation should include an identification of ways to enhance collaborative work and improve communication. It is recommended that a detailed observation checklist is used in the assessment of individual performance; Core Skill Unit D01F 12: Working with Others (SCQF level 6), and the supporting National Assessment Bank material includes the identification of criteria on which to base self and peer evaluation, and useful observation checklists which could be adapted for the assessment of performance. Video-recording of performance where practical would provide some internal and external verification evidence and would also assist the candidate with the evaluation of the exercise.

Open learning

There are difficulties in delivering this Unit by Open Learning. It would be possible to achieve Outcome 1 without regular attendance at a centre but it would be difficult to assess Outcome 2 and particularly Outcome 3 without direct observation of live performance. This could, however, be achieved by video-conferencing or the candidate might provide a video of activities which meets all evidence requirements

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.

General information for candidates

Unit title: Complex Oral Presentation

This unit is designed to develop skills in analysing and evaluating complex oral presentation and in the planning and delivery of individual and group presentations.

There are three assessments in the Unit.

1. You will be asked to examine the features which contribute to an effective presentation. For assessment purposes you will analyse one presentation and provide a detailed evaluation of its effectiveness.

2. You will be asked to deliver a presentation of about 10 minutes which demonstrates your ability to employ successfully the features detailed in Outcome 1. You will require to plan and research the topic chosen beforehand. You will be expected to deliver the presentation taking account of your audience. You will make appropriate use of cue cards and visual aids during the presentation. You should present your information clearly and should allow for questions either during or at the end of your presentation. Your answers to those questions should display a detailed understanding of the topic covered. Your presentation will be videotaped.

3. You will be asked to contribute to the planning and delivery of a group oral presentation. Your contribution will be recorded by checklist and/or video recording. Your understanding of roles and ability to support co-operative work will be assessed, as will your communication and presentation skills. You will be asked to evaluate your own contribution, justifying your conclusions, and suggesting ways in which co-operative working could be improved.

On completion of the Unit you should be able to:

1. Analyse a complex oral presentation
2. Plan and deliver an oral presentation which analyses complex issues or information
3. Analyse, plan and deliver a group oral presentation which involves complex issues