

National Unit Specification: general information

UNIT PC Passport: Presentations (Higher)

NUMBER DC9T 12

COURSE PC Passport

SUMMARY

The aim of this unit is to prove that the candidate is able to use a number of advanced presentation functions required to create and manipulate presentations using appropriate software. The candidate is expected to be able to use a number of functions including graphics, advanced presentation tools and presentation customisation.

OUTCOMES

- 1 Use a computer system to perform complex 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. However knowledge of computers and basic knowledge of presentation software would be an advantage.

CREDIT VALUE

1 Credit at Higher (6 SCQF credit points at SCQF level 6*)

**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

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National Unit Specification: general information (cont)

CORE SKILLS

This unit contributes to IT core skills at Higher level.

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 (Higher)

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 complex 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 selection and use of software to generate media elements is efficient and effective.
- d) Files formats are accurately described.
- e) The characteristics of media elements are accurately explained.
- f) Factors affecting the capability of a computer to playback a presentation are correctly explained.

Note on range for the outcome

Tasks: preparing a computer for a presentation; loading presentation software; saving a presentation; output a presentation; packaging a presentation for different media.

File formats: formats relating to text; formats relating to graphics; formats relating to sound; formats relating to video.

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 15 objective questions relating to performance criteria (d) to (f) and underpinning knowledge relating to performance criteria (a) to (c). Candidates are required to produce at least 10 correct answers.

National Unit Specification: statement of standards (cont)

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OUTCOME 2

Construct a presentation for a specific purpose and audience.

Performance criteria

- a) Customisation and automation features are used efficiently and effectively.
- b) The presentation is fit for purpose in terms of content and layout.
- c) The presentation is appropriate to the target audience
- d) The presentation is attractively presented in terms of its design and appearance.
- e) The selection of media elements is appropriate to the nature of the audience, the purpose of the presentation, and the intended output medium.

Note on range for the outcome

Purpose: Personal; business.

Output medium: paper; slide show; kiosk; web.

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 sampling two of the defined output media (one of which must web-based).

Evidence of knowledge and understanding will consist of 15 objective questions relating to performance criterion (f) and underpinning knowledge relating to performance criteria (a) to (e). Candidates are required to produce at least 10 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 is 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; unfamiliar audience.

Purpose: personal; business.

Target medium: paper; slide show; kiosk; web.

National Unit Specification: statement of standards (cont)

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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 four presentations covering both defined purposes, both types of audience and each target medium, 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 10 objective questions relating to the underpinning knowledge relating to performance criteria (a), (c) and (d). Candidates are required to produce at least 7 correct answers.

EVIDENCE REQUIREMENTS FOR THE UNIT

The assessment of knowledge and understanding can be combined into a single instrument of assessment consisting of 40 objective questions relating to outcomes 1, 2 and 3. The distribution of questions should adhere to the evidence requirements for each outcome:

Outcome 1	15 questions
Outcome 2	15 questions
Outcome 3	10 questions.

The combined pass mark for this assessment is 27 correct answers (out of 40 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 27 out of 40. However, for the purposes of re-assessment, the individual thresholds for each outcome will be followed.

National Unit Specification: support notes

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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

Outcome 1

This outcome relates to the complex tasks candidates must be able to perform in order to make use of a presentation application. Complex tasks are those required at a level expected of someone who might be regarded as an expert in the context of the workplace or other suitable environment. The required tasks are defined in the range. The performance criteria define the standards which should be applied to candidate activity.

Performance criterion (a) requires the candidate to use hardware efficiently and effectively. The range of hardware used by candidate will vary from centre to centre, but typical hardware would include: keyboard, pointing mechanism (mouse), speakers, screen, printer and system unit. Candidates will also use presentation hardware such as: remote mouse, OHP, projector, video equipment 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, troubleshoot any problems such as not being able to connect to the network and connect printers and video equipment within a defined time scale. The tasks set for candidates should be challenging and include tasks expected of someone who might be regarded as an expert in the context of the workplace (such as demonstrating use of advanced features).

Performance criterion (b) requires candidate to use an operating system efficiently and effectively. The use of the OS 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 also complete the task efficiently, without assistance and within a short period of time. For example, candidates should be able to organise files and folders, including searching for files, compacting large files within a presentation and downloading files from the internet.

Performance criterion (c) requires the candidate to select and use software to generate media elements, for example, a word processor would usually be used to generate tables; a graphics program to generate images; a spreadsheet to create numerical data. Candidates are required to select the most appropriate program. For example, they are expected to know that the best way to produce a chart (for inclusion in a presentation) is to use the graphics facility within a spreadsheet program; similarly, they are expected to know that the best way to generate complex tables is with a WP program - the output from which can be imported into the presentation program.

Performance criterion (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)

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Performance criterion (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, sound and graphics and would incorporate the types of file used, uploading a presentation to the internet, 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.

Performance criterion (f) requires the candidates to explain the factors that affect the capability of a computer to playback a presentation. For example, sound quality is determined by speakers used and sound card in system. Explanations can be given either in written format or orally, however evidence of oral answers should be included in the portfolio.

Outcome 2

Performance criterion (a) requires that customisation and automation features are used efficiently and effectively. Candidates are expected to complete the task within an acceptable period of time and without too many attempts. For example, customisation could include incorporating hyperlinks and macros into a presentation or amending a presentation using templates or the slide master. Automation could include incorporating video clips, using animation effects to a graphic and animating a slide show.

Performance criteria (b) 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 business presentation could incorporate part of the company promotion video clip or could have an animated logo or sound clips from staff. The 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 criterion (c) 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. Candidates are also expected to research the presentation and to know the audience in terms of numbers, prior knowledge of subject and background.

Performance criterion (d) requires that the presentation is attractively presented in terms of its design and appearance. Candidates are expected to incorporate a variety of design options such as custom backgrounds, using the slide master, customising templates, and using a variety of 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 six character formatting and paragraph formatting options throughout each presentation and should also include using bullet points, charts, tables and organisational charts. However, these four options can be spread over the two presentations and don't need to be incorporated into each one.

National Unit Specification: support notes (cont)

UNIT PC Passport: Presentations (Higher)

Performance criterion (e) requires that the selection of media elements is appropriate to the nature of the audience, the purpose of the presentation and the intended output medium. The use of output medium should be limited to that required to carry out the tasks defined in the range. The media elements used should incorporate graphics, video clips and sound and should be appropriate to the audience and the subject matter of the presentation. The candidate should also be aware of any legal requirements that they must adhere to such as copyright and trademarks. The media elements used should be suitable for running a slide show, printing, presenting over the web and for using at a kiosk..

Outcome 3

Performance criterion (a) requires the candidate to ensure that hardware and software are correctly prepared prior to the presentation. Candidates should be skilled with setting up hardware including a projector, networked pc, video equipment and sound equipment. 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 network connection was lost the candidate would be expected 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 criterion (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 troubleshoot problems with macros and hyperlinks in a presentation . Candidates should also be proficient in dealing with a variety of hardware problems, including problems with speakers and video equipment, projector not functioning and loss of internet connection. 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 criterion (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. The presenter should also involve the audience in the presentation where possible.

National Unit Specification: support notes (cont)

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Performance criterion (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. The candidate should also be able to answer ad-hoc questions regarding the presentation and subject matter during the course of the presentation.

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	13 hours
Outcome 2	17 hours
Outcome 3	10 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).