

Unit Standard 5946 Assessment

Version 8

Level 1

Credits 3

Candidate's Name: _____

Candidate's NSN: _____

Candidate's D.O.B: _____

Candidate's Contact details: _____



Imagine a VR presentation. That would be totes awesome!

Use computer technology to create and deliver a presentation from given content

For Capital Training to Complete Only

Assessor's Name: _____

Assessor's Signature: _____

For Capital Training to Complete Only			
Unit Issued Date:			
First Attempt Marking Date:	Unit Complete	Standard Not Met	
First Attempt Marking Comments:			
Second Attempt Marking Date:	Unit Complete	Standard Not Met	
Second Attempt Marking Comments:			
Date Unit Awarded:			

Attestation Form (For Candidate to Sign)

Candidate's Name: _____

I hereby declare that the following is my own work which I have completed to the best of my ability. I have not copied answers or materials from any other sources.

Candidate's Signature: _____

For Capital Training to Complete Only

	Achieved	Final marking date
5946 v 8		

The candidate's performance and knowledge are at a sufficient level to grant this Unit Standard. The assessment was sat and completed in line with any relevant Health and Safety regulations. If assessed again in the future, I am confident that the candidate will be competent.

Assessor's name:

Education Provider:

Date:

Signature:

Module Moderated

Y/N

Unit Awarded

Date:

Assessment Conditions

There are a number of assessment questions and/or observations in this assessment. Ensure that you carefully read each question and set of instructions before you answer and/or perform tasks.

1. All assessment questions/observations must be complete.
2. All tasks in this assessment are open book.
3. You will need a pen and/or access to a computer to complete this assessment dependant on whether you are completing in hard or soft copy.
4. If you are completing this assessment digitally, ensure that it has been downloaded and saved in to your local documents folder before attempting the assessment.
5. Discuss with your tutor the time limit for this assessment.
6. An attestation form found on the assessment must be signed by you before submission.
7. All answers must be in your own words.

You may choose to complete this assessment verbally using a speech to text digital tool. Discuss this option with your tutor.

Brief

Your Adventurous Journey is going to be awesome. You are going to have a lot of fun and are going to learn a lot about yourself and about life. Upon completing the Adventurous Journey, you must create and deliver a PowerPoint presentation about the Journey and what you learnt. You must present this to your peers and an observer.

Read and follow the brief carefully and ensure that you read the entire assessment before you begin.

You must plan, create and present a presentation that consists of eight slides and is at least five minutes long.

The colour and layout of the slides is up to you; however, all slides must have a consistent design.

The content for the slides (images, text and sound) will be provided for you. How you utilise that content is up to you.

Outcome 1: Plan the presentation using computer technology, working from given specifications and content.

Presentation Plan

It is important to be able to plan a presentation before creating it. Using the instructions given and content provided to you by your observer, create a plan for your presentation.

You can use the template over the next few pages to plan your presentation, create the plan digitally on a separate document or discuss your plan verbally as it is recorded for marking.

Your plan must identify the presentation's:

1. Topic
2. Purpose
3. Method of delivery
4. Specifications
5. Target audience
6. Content
7. Computer applications that will be used
8. Order of content and format of the presentation

Identify the topic of your presentation.

Identify the purpose of your presentation.

Identify the method of delivery for your presentation.

Identify the specifications of the presentation, given in the instructions.

Identify the target audience of the presentation.

Identify the content that will be included in the presentation.

Identify the computer application that will be used to create and deliver the presentation.

Outline the order of content in your presentation.

Outline the format of your presentation

Outcome 2: Create a presentation using computer technology.

Create the Presentation

You must create the presentation using the identified software application.

Ensure that your content is prepared and assembled according to the plan. Your presentation must be in line with the specifications given in the brief.

You must check your presentation to ensure that it is consistent with the requirements of the plan.

Declaration	Candidate check box	Assessor check box
I have checked the contents of my presentation and am confident that it is consistent with the requirements of the brief.	<input type="checkbox"/>	<input type="checkbox"/>

You must submit your presentation digitally for marking along with the rest of the assessment.

Outcome 3: Deliver the presentation to the specified audience using computer technology.

Deliver the Presentation

Delivering a presentation is the culmination of the planning and preparation that goes in to creating a presentation.

You must deliver your presentation to the audience specified in your presentation.

Your digital slides must be visible to the audience and your presentation must be able to be clearly heard by all members of the audience.

For Capital Training to Complete Only Assessment Schedule for Unit 5946 v8 L2 C3

Use computer technology to create and deliver a presentation from given content

Evidence requirements	Evidence Statement (what the assessor looks for)	Judgement Statement (how well or how many)	✓1 st marking	✓2 nd marking
Outcome 1 Plan the presentation using computer technology, working from given specifications and content.				
1.1 The plan identifies the presentation's topic, purpose, method of delivery, specifications, target audience and content.	Candidate must plan their presentation. Plan may be written, verbally recorded or included on Pg. 6-8	The submitted plan identifies: <ul style="list-style-type: none"> • Presentation's topic • Purpose • Method of delivery • Specifications • Target audience • Content 	<input type="checkbox"/>	<input type="checkbox"/>
1.2 The plan identifies the computer application to be used to create and deliver the presentation.	Candidate must plan their presentation. Plan may be written, verbally recorded or included on Pg. 6-8	The plan identifies the computer application to be used to create and deliver the presentation.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 The plan outlines the order of content and format of the presentation.	Candidate must plan their presentation. Plan may be written, verbally recorded or included on Pg. 6-8	The plan outlines the order of content in the presentation as well as the format of the presentation.	<input type="checkbox"/>	<input type="checkbox"/>
Outcome 2 Create a presentation using computer technology.				
2.1 The content is prepared and assembled according to the presentation plan.	The candidate must submit their slides and speech for marking.	The content in the presentation matches the plan.	<input type="checkbox"/>	<input type="checkbox"/>
2.2 The completed presentation is checked to ensure that it is consistent with the requirements of the plan.	Declaration tick box on Pg. 9	The candidate has checked their presentation to ensure that it is consistent with the plan. The candidate has ticked the declaration box. The presentation is consistent with the submitted plan.	<input type="checkbox"/>	<input type="checkbox"/>

Outcome 3				
Deliver the presentation to the specified audience using computer technology.				
3.1 The presentation is delivered to the specified audience in accordance with the requirements of the plan.	Assessor's observation checklist. Pg. 12	The presentation was delivered to the target audience (the assessor).	<input type="checkbox"/>	<input type="checkbox"/>
3.2 The presentation is readable and audible to the specified target audience.	Assessor's observation checklist. Pg. 12	The slides in the presentation were readable and the candidate was able to be heard throughout the presentation.	<input type="checkbox"/>	<input type="checkbox"/>

For the Observer to Complete		
Assessor Observation Sheet		
5946 v8		
Evidence Requirements	Guidelines	Assessor Comments (these must be completed)
3.1 The presentation is delivered to the specified audience in accordance with the requirements of the plan.	<input type="checkbox"/> The presentation was delivered to the assessor.	Please identify who the presentation was delivered to.
3.2 The presentation is readable and audible to the specified target audience.	<input type="checkbox"/> The slides in the presentation were readable and the candidate was able to be heard throughout the presentation.	Please identify how visible and audible the presentation was.
Observer Name:		Signature:
Date:		