

Level 3 and 4 Awards in Planning and Delivering Presentations (6258-35, 6258-40)

October 2013 Version 1.0



Qualification at a glance

Subject area	Learning delivery
City & Guilds number	6258
Age group approved	16-18, 19+
Entry requirements	None
Assessment	Assignment
Fast track	Available
Support materials	Qualification handbook Assessment pack Assessment answer pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 3 Award in Planning and Delivering Presentations to Groups	6258-35	601/0697/9
Level 4 Award in Planning and Delivering Presentations to Challenging Audiences	6258-40	601/0698/0



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1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	<p>These qualifications are meant for the following:</p> <ul style="list-style-type: none">• Level 3 for learners who need to learn how to deliver a presentation to groups.• Level 4 for learners who need to deliver a presentation to a group of people who will challenge and question the presenter.
What do the qualifications cover?	<p>The qualifications cover the skills needed to plan and deliver a basic presentation to a friendly audience and an advanced presentation to a potentially hostile audience</p>
What opportunities for progression are there?	<p>These qualifications would support learners to progress into employment and are linked to the following City & Guilds qualifications:</p> <ul style="list-style-type: none">• 6318 Level 3 Award & Certificate in Learning & Development• 6318 Level 4 Award & Diploma in Learning & Development• 6318-06 Level 3 Award in Facilitating Learning & Development in Groups• 6318-06 Level 3 Award & Certificate in Facilitating and Assessing Learning• 6318-07 Level 3 Certificate in Learning Delivery• 6502 Level 3 Award in Education & Training• 6304 Teaching in the Lifelong Learning Sector (CTLLS)• 6305 Teaching in the Lifelong Learning Sector (DTLLS).

Structure

To achieve the **Level 3 Award in Planning and Delivering Presentations to Groups (6258-35)** learners must achieve **3** credits from the mandatory unit below.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
Mandatory				
T/505/3569	Unit 705	Planning and delivering presentations	3	3

To achieve the **Level 4 Award in Planning and Delivering Presentations to Challenging Audiences (6258-40)** learners must achieve **3** credits from the mandatory unit below.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
Mandatory				
K/505/3570	Unit 801	Planning and delivering presentations to challenging audiences	3	4

**Level 3 Award in Planning
and delivering
presentations to groups
(6258-35)**

Planning and delivering
presentations
(3 credits)

**Level 4 Award in Planning
and delivering
presentations to
challenging audiences
(6258-40)**

Planning and delivering
presentations to challenging
audiences (3 credits)



2 Centre requirements

Approval

If your Centre is approved to offer the learning delivery qualifications such as:

- 6318 Level 3 & 4 Award, Certificate and Diploma in Learning & Development
- 6318-06 Award in Facilitation Learning & Development in Groups
- 6318-06 Award & Certificate in Facilitating and Assessing Learning
- 6318-07 Certificate in Learning Delivery
- 6302 Level 3 Award in Education & Training
- 6304 Teaching in the Lifelong Learning Sector (CTLLS)
- 6305 Teaching in the Lifelong Learning Sector (DTLLS)
- 7300 Introduction to Trainer Skills
- 7303 Teaching in the Lifelong Learning Sector (PTLLS)
- 7304 Teaching in the Lifelong Learning Sector (CTLLS)
- 7305 Teaching in the Lifelong Learning Sector (DTLLS)

you can apply for approval to offer the qualifications within this Handbook using the Fast Track Approval Form, available from the City & Guilds website.

Centres should use the fast track form if: there have been no changes to the way the qualifications are delivered, and they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the Centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

Centre staffing

Centre delivery staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training

In addition - staff delivering the Level 4 unit must have some experience of making formal presentations to challenging audiences and to defending ideas or propositions under hostile questioning.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Continuing Professional Development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Assessors and Internal Quality Assurer

Training, Assessment, Quality Assurance (TAQA) units or their predecessors are valued as qualifications for centre staff, but they are not currently a requirement for delivering these qualifications.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that learners have the potential and opportunity to gain the qualifications successfully.

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as these qualifications are not approved for under 16s.

In many countries legal restrictions apply to learners under the age of 18 working unsupervised with children. Centres and learners should be fully aware of minimum age requirements in their home nation and any implications for completing the required assessment activities.

Other legal considerations

Centres and learners are responsible for being fully aware of all legal requirements in their home nation and any implications for completing the required assessment activities.



3 Delivering the qualification

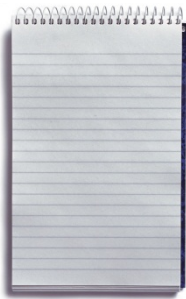
Initial assessment and induction

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualifications, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for these qualifications:

Description	How to access
Qualification Handbook	www.cityandguilds.com
Assessment Pack For Centres	www.cityandguilds.com
Assessment Answer Pack	www.cityandguilds.com
Fast Track Approval Form	www.cityandguilds.com



4 Assessment

Candidates must supply sufficient evidence to meet the assessment criteria for each unit selected.

City & Guilds has written the following assessments to use with these qualifications:

- assignment (Unit 705)
- assignment (Unit 801)

Level 3 Award in Planning and Delivering Presentations to groups

Unit	Title	Assessment method	Where to obtain assessment materials
705	Planning and delivering presentations	Assignment	www.cityandguilds.com

Level 4 Award in Planning and Delivering Presentations to Challenging Audiences

Unit	Title	Assessment method	Where to obtain assessment materials
801	Planning and delivering presentations to challenging audiences	Assignment	www.cityandguilds.com



5 Units

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- unit aim
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Unit 705

Planning and delivering presentations

UAN:	T/505/3569
Level:	3
Credit value:	3
GLH:	20
Aim:	To provide the learner with the skills and knowledge required to deliver presentations to either groups or individuals.

Learning outcome

The learner will:

1. Understand different techniques for delivering a presentation

Assessment criteria

The learner can:

- 1.1 explain the **benefits and limitations** of different **techniques** for making presentations
- 1.2 describe how different **factors** can influence the technique used to deliver a presentation.

Range

Benefits and limitations

Technical equipment, ease of delivery, cost, time.

Techniques

Formal stand up delivery using slides, informal delivery, presenting using video clips, presenting using handouts (no slides), presenting using flipchart sheets, presenting using no visual aids, webinar, demonstration.

Factors

Type of audience, topic, purpose & objective, context, culture, physical environment.

Learning outcome
The learner will: 2. Understand how to plan a presentation
Assessment criteria
The learner can: 2.1 explain the benefits of planning a presentation 2.2 explain the purpose of each stage of a presentation 2.3 describe reasons why a presentation may need to be adapted 2.4 describe ways in which a presentation can be adapted.

Range
Benefits Provide structure, be prepared, increases control, presentation meets audience needs, transferability, add variety, opportunity to practice.
Stage Introduction, objectives, main body, summary, questions.
Reasons Types of audience, topic, context, environment.
Ways Order of items, change of technique, shorten/lengthen.

Learning outcome
The learner will: 3. Be able to plan a presentation
Assessment criteria
The learner can: 3.1 select a presentation technique to meet the needs of the audience 3.2 identify the purpose and objectives of the presentation 3.3 create a presentation plan 3.4 prepare resources to use in a presentation.

Range
Technique Formal stand up delivery using slides, informal delivery, talking to video clips, talking to handouts (no slides), talking to prepared flipchart sheets, talking with no visual aids, webinar, demonstration.
Purpose Influence, inform, defend, selling/promotion of ideas.

Plan

Introduction, objectives, main body, summary, questions

Resources

Standard presentation software, handouts, video clips, prepared flipcharts, props, pointer.

Learning outcome

The learner will:

4. Be able to deliver a presentation

Assessment criteria

The learner can:

- 4.1 create an **environment** for the presentation
- 4.2 build a **rapport** with the audience
- 4.3 present information **clearly**
- 4.4 use **resources** effectively
- 4.5 manage audience **response**
- 4.6 close the presentation.

Range**Environment**

Location, room layout, equipment.

Rapport

Empathy, humour, dialogue, appropriate, non-verbal communication, respond to audience.

Clearly

Logical and timed sequence, tone of voice, pitch, intonation, pace, volume.

Resources

Standard presentation software, handouts, video clips, prepared flipcharts, props, pointer.

Response

Questions, disruption distractions, lack of interest, apathy.

Learning outcome
The learner will: 5. Be able to review the presentation
Assessment criteria
The learner can: 5.1 gather feedback 5.2 review feedback 5.3 reflect on own performance 5.4 create an action plan for future presentations.

Range
Feedback Written, verbal.
Performance Effectiveness of presentation plan, presentation technique(s) used, materials used in the presentation, presentation skills, meeting stated objectives.

Unit 801

Planning and delivering presentations to challenging audiences

UAN:	K/505/3570
Level:	4
Credit value:	3
GLH:	30
Aim:	To provide the learner with the skills and knowledge required to deliver presentations to a group who may cause a challenge to the presenter.

Learning outcome
The learner will: 1. Understand how to prepare a presentation to challenging audiences
Assessment criteria
The learner can: 1.1 explain the importance of researching audiences and subject before preparing a presentation 1.2 explain how the purpose , objectives, content and context of a presentation impact on the preparations to a challenging audience 1.3 explain how different audiences impact on preparing a presentation.

Range
Audiences Senior colleagues, experts, large numbers, senior managers, senior customers, board members, level of knowledge.
Purpose Influencing, informing, providing technical data, supporting projects, selling/promotion of ideas.
Context Culture of organisation, presentation protocol.
Impact Change of purpose and pitch, type of presentation, terminology, content, bias, use of resources, questions, presentation protocol.

Learning outcome
The learner will: 2. Be able to prepare a presentation to challenging audiences
Assessment criteria
The learner can: 2.1 analyse the needs and knowledge of the audience 2.2 validate the purpose , content and resources of the presentation 2.3 create a presentation plan 2.4 prepare effective resources 2.5 plan strategies to manage the presentation.

Range
Audience Senior colleagues, experts, large numbers, senior managers, senior customers, board members, level of knowledge.
Purpose Influencing, informing, providing technical data, supporting projects selling/promotion of ideas.
Presentation plan Timings, introduction, objectives, main body summary, questions.
Effective Clear, concise, relevant, professional, contextualise.
Strategies Critical thinking, argument by analogy 'straw man', slippery slope argument, planning, pre-empting questions, summarise, informed opinion, additional information, support from others, questioning techniques.

Learning outcome
The learner will: 3. Be able to deliver a presentation to a challenging audience
Assessment criteria
The learner can: 3.1 create an appropriate environment for the presentation 3.2 build a rappport with the audience 3.3 present information clearly 3.4 use different strategies to manage audience behaviour 3.5 close the presentation.

Range
Environment Location, room layout, equipment.
Rapport Empathy, humour, dialogue, appropriate non-verbal signals, reflecting back points from audience.
Clearly Logical and timed sequence, tone of voice, pitch, intonation, pace, volume.
Strategies Critical thinking, argument by analogy 'straw man', slippery slope argument, planning, pre-empting questions, summarise, informed opinion, additional information, support from others, questioning techniques, re-direction, justification, additional supporting information.

Learning outcome
The learner will: 4. Be able to review the presentation.
Assessment criteria
The learner can: 4.1 reflect on own performance using a range of sources 4.2 create an action plan for future presentations.

Range
Performance Preparation, resources, delivery, defence of presentation, review of questions raised.

Unit 801 Planning and delivering presentations to challenging audiences

Supporting information

Evidence requirements

- Critical evaluation report on observation of expert presenter
- Checklist of observation of delivering strategic presentation
- Written rationales
- Presentation plans
- Materials e.g. visual aids
- Review documents.

Guidance

In this unit, you will need to cover the following topics:

- Strategic level presentations
- Relevance of planning, purpose, audience, level of content and contexts
- Research, evaluation and logical presentation of complex information
- Constraints on presentations and the need to make adaptations
- Defence of presentation when challenged
- Use of standard software and other technological and non-technological aids.

Assessment methodology

- Observation of presentation practice
- Assessment of:
 - critical evaluation report of observation by expert presenter
 - written rationales
 - products from planning, presentation and reviews.



Appendix 1 Relationships to other qualifications

Links to other qualifications

Mapping is provided as guidance and suggests areas of commonality between the qualifications. It does not imply that learners completing units in one qualification have automatically covered all of the content of another.

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that learners meet requirements of all units/qualifications.

These qualifications have connections to:

- 6318 Level 3 Award & Certificate in Learning & Development
- 6318 Level 4 Award & Diploma in Learning & Development
- 6318-06 Award in Facilitating Learning & Development in Groups
- 6318-06 Award & Certificate in Facilitating and Assessing Learning
- 6318-07 Certificate in Learning Delivery
- 6502 Award in Education & Training
- 6304 Teaching in the Lifelong Learning Sector (CTLLS)
- 6305 Teaching in the Lifelong Learning Sector (DTLLS)

Literacy, language, numeracy and ICT skills development

These qualifications can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of learners
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for learners who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line

- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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