

# Learning Assessment Guide

## Unit Standard 5940 – Version 5

### Produce a presentation using a desktop presentation computer application

### Level 3 – 5 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Describe the use of a personal computer application for a desktop presentation.
- Design a desktop presentation using a personal computer application.
- Create a presentation using a personal computer application.
- Deliver the presentation using a personal computer application.

This Learning Assessment Guide contains:

- Tasks for you to complete
- A 'Manager Verification Form' for your Manager or Team Leader to complete, if the assessor requests this option
- The Assessment Guide that the assessor will use to assess your competence

The assessment tasks require you to:

- Provide a presentation you have produced using a desktop presentation computer application.
- Explain the reasoning behind your design for the presentation to the assessor.
- Present the presentation to its target audience.

The assessor will be assessing how well the presentation achieves its purpose, as well as your planning and presentation skills.

There is a verification form included in this Learning Assessment Guide for your manager to record his/her comments on.

Your assessor will also ask you questions concerning the evidence you have produced. The assessor will write down your responses as additional evidence.

## Assessment Task One – Elements 2 and 3

### Introduction

This task is designed to assess your ability to:

- design a desktop presentation using a personal computer application;
- create a presentation using a personal computer application.

### ***Task Instructions***

1. Provide your assessor with a copy of a desktop presentation computer application that you have produced. You may provide this on either a 3.5" computer or compact disc, or as an e-mail to the assessor, unless there is good reason for your assessor to view it on your own computer hard drive. The presentation must consist of at least 8 slides, and must contain text, graphics, and colour.
2. Advise your assessor of the equipment and software applications required to run your presentation. Document this in writing as part of your evidence.
3. Print your slides, so that your assessor has a paper copy of your presentation for analysis and permanent record. Print these in colour if relevant.
4. Provide your assessor with a copy of your design for the development of the presentation. Ensure that it includes information on the presentation topic, purpose, and target audience.
5. You will also need to have verification from your manager or team leader that the work you have presented for assessment is your work. Provide your manager with the accompanying Manager Verification Form and ask him/her to complete it.



## Assessment Task Two – Elements 1, 2 and 3

### Introduction

This assessment is designed to assess your ability to design and create a presentation using a personal computer application.

### Task Instructions

In Task One you provided your assessor with a copy of your presentation and the requirements for running it. This task requires you to go over your presentation with your assessor explaining your design and why you chose to present information as you did.

- Arrange a time to discuss your presentation and its design with your assessor.
- Your assessor will be particularly interested in the following features of your presentation:
  - Your reasons for choosing to present your information via a personal computer desktop presentation and the features of this medium that appealed to you.
  - Your plan for its development, particularly the steps to be followed to produce the presentation.
  - The topic, purpose and target audience that the design and presentation were based on.
  - The reasons for your selection of the order in which the information is organised and presented.
  - The reasons for your selection of colour combinations, text style, graphic layout, and special effects to enhance the attractiveness and readability of the information.
  - The appropriateness of the information and its presentation for the target audience.
  - Colour combinations, text style, graphic layout, special effects.
  - Any ethical issues involved (for instance – copyright).
- Your assessor will ask you questions, and may use the Task Two Questions to structure this discussion. You may like to prepare your thoughts related to these questions before the interview.

## Task Two Questions

Note: These questions are provided to assist you prepare for the interview with the assessor. The assessor may or may not use any or all of these questions, however the interview will include some of the issues covered in them.

1. Why did you choose to present your information by way of a desktop presentation and what are the features of this medium that appealed to you?
2. Outline the steps to be followed to produce the presentation.
3. How does your design relate to the topic, purpose and target audience for whom your presentation was produced?
4. Did any ethical issues arise during the development of your personal computer desktop presentation? If not, can you name one which may arise, from time to time?
5. How have you designed your presentation to make for effective communication with your target audience in terms of:
  - order of presentation of information?
  - attractiveness?
  - readability?
  - appropriateness of the above three features for the target audience?
  - colour combinations, text style, graphic layout and special effects?
6. How have you designed content to meet the purpose of the presentation and the needs of the target audience?
7. How have you organised your slides to ensure effective communication in terms of:
  - quantity of slides?
  - order of presentation?
8. How have you used slide transition effects to maintain audience attention?

## Assessment Task Three – Element 4

### Introduction

This assessment is designed to assess your ability to deliver a presentation using a desktop personal computer application.

### *Task Instructions*

- Set your personal computer application up in the environment for which it is designed.
- Invite your assessor, or an observer nominated by your assessor, to observe your desktop presentation operating as you have planned it to be used.
- You should ensure that your presentation is clearly visible to the target audience.
- If the opportunity arises, have members of the target group comment to your assessor or observer on your presentation. Their comments may assist with assessor judgements, particularly if the assessor is not familiar with the needs of the target group. It is likely that your assessor will be seeking feedback from the target audience also.

## Assessment Guide

The table below will be used by the assessor to assess your competence for unit standard 5940.

<b>Task / Element</b>	<b>Evidence Required</b>	<b>Judgement</b>	<b>Checklist</b>
<p>Task 1 / Elements 2 &amp; 3</p> <p>This task involves the learner in providing the assessor with a copy of a desktop presentation computer application that s/he has developed.</p> <p>A 'Verification of Authenticity Form' from his/her Manager or Team Leader is required.</p>	<p>The learner provides the assessor with:</p> <ul style="list-style-type: none"> <li>• a copy of the presentation on disc;</li> <li>• hardware and software requirements to run the production;</li> <li>• a colour (if relevant) printed paper copy of the slides;</li> <li>• the design for the presentation's development;</li> <li>• a completed 'Verification of Authenticity Form' from his/her Manager or Team Leader.</li> </ul>	<p>The learner provides a copy of his/her presentation and requirements that allow the assessor to run the presentation.</p> <p>Presentation design identifies topic, purpose, target audience and demonstrates:</p> <ul style="list-style-type: none"> <li>• Effective communication.</li> <li>• Consistency with purpose and target audience.</li> </ul> <p>Presentation shows:</p> <ul style="list-style-type: none"> <li>• Slide content consistent with the design.</li> <li>• Slide content ensures effective communication.</li> <li>• Organisation ensures effective communication.</li> <li>• Slide transition effects maintain audience attention</li> </ul> <p>Verification form verifies the learner as author of the presentation.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>Task 2 / Elements 1, 2 &amp; 3</p> <p>This task involves the learner discussing the planning and development of his/her presentation with the assessor.</p> <p>Eight broad questions are used to structure this assessment task.</p>	<p>The learner explains the planning and development of the presentation, while also explaining reasons for slide design and content during a structured interview.</p> <p>The learner answers the 8 questions of the 'Task Two Questions and Checklist' sheet during an interview with the assessor.</p>	<p>Learner material and answers result in the completion of the 'Task Two Questions and Checklist' sheet by the assessor.</p> <p>Combined evidence from the presentation and answers to selected questions indicate that the learner has used an organised and planned approach to the production of the presentation.</p>	<p>Yes / No</p> <p>Yes / No</p>

<b>Task / Element</b>	<b>Evidence Required</b>	<b>Judgement</b>	<b>Checklist</b>
<p><i>Task 3 / Element 4</i></p> <p>The learner runs his/her presentation in its intended setting.</p>	<p>Presentation runs as intended and is visible to target audience.</p> <p>Application is operated within hardware and software manufacturer's guidelines.</p>	<p>Presentation is clearly visible to its target audience.</p> <p>Application is observed operating in accord with manufacturer's guidelines.</p>	<p>Yes / No</p> <p>Yes / No</p>