Title	**Produce a presentation using a desktop presentation computer application**		
Level	2	**Credits**	3

Purpose	People credited with this unit standard are able to: plan and design a presentation according to the brief, and create and deliver a presentation using a desktop presentation computer application.

Classification	Computing > Generic Computing

Available grade	Achieved

Explanatory notes

1   Images must retain original integrity (i.e. they should not be distorted and should be at the appropriate resolution for the intended output). In meeting brief specifications, text, graphics and media used must be appropriate for, and relevant to, the purpose of the presentation.

2   A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains specifications against which the success or otherwise of the presentation can be evaluated. The brief for the presentation will be supplied to the candidate.

3   A *plan* outlines how the requirements of the brief will be realised. For this unit standard, the plan may be informal, and it may be more appropriate to produce evidence of it during task completion rather than prior to starting the task or project. Evidence of planning may be oral, written, and/or graphic.

4   Definitions
    Audible means sound must be added via the computer technology.
    Desktop presentation means the creation of presentation materials on a computer, which may include but are not limited to – charts, graphs and other graphics-oriented information; the use of both text and graphics to produce output for use as handouts, overheads and slides as well as sequences that can be viewed on screen.
    Principles of screen layout may include but are not limited to – composition of elements, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast, repetition, alignment and proximity. These considerations must be applied consistently.
    Principles of information presentation may include but are not limited to – order of presentation of information, clarity, simplicity, readability, consistency and appropriateness for target audience, sequence, contrast, repetition and alignment. These considerations must be applied consistently to meet the supplied brief.

5   Legislation relevant to this unit standard includes but is not limited to the:
    Copyright Act 1994;
    Copyright (New Technologies) Amendment Act 2008;
    Health and Safety in Employment Act 1992;
    and any subsequent amendments.

6   An assessment resource to support computing unit standards (levels 1 to 4) can be
    found on the NZQA website at www.nzqa.govt.nz/asm.
    A specific clarification for the requirements of assessing against unit standard 5940;
    and '*The Computing Process - a clarification document*' can be found on the NZQA
    website.

Outcomes and evidence requirements

Outcome 1

Plan and design a presentation according to the brief.

Evidence requirements

1.1   The plan identifies the purpose of the presentation, the method to be used, its
      intended audience, and specifications, in accordance with the brief.

1.2   The plan identifies the graphics, information and media to be used, in
      accordance with the brief.

1.3   The plan includes a concept design showing the placement of graphics,
      information and media in accordance with the brief.

Outcome 2

Create a presentation using a desktop presentation computer application.

Evidence requirements

2.1   The graphics are prepared for placement in the presentation in accordance with
      the plan.

      Range   may include but is not limited to – size, resolution, colour.

2.2   The content of the presentation is consistent with the purpose and the target
      audience identified in the plan.

2.3   The presentation created demonstrates the consistent application of the
      principles of screen layout and of information presentation.

2.4   Sources of information and graphic images used are referenced in accordance
      with recognised copyright requirements.

Outcome 3

Deliver a presentation using a desktop presentation computer application.

Evidence requirements

3.1   The presentation is delivered to the specified target audience in accordance with the requirements of the plan.

3.2   The presentation is readable and audible to the specified target audience.

Planned review date	31 December 2016

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 December 1995	31 December 2013
Revision	2	28 July 1998	31 December 2013
Review	3	30 November 2000	31 December 2013
Revision	4	5 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2013
Revision	7	17 July 2009	31 December 2015
Rollover and Revision	8	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0226

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Please note
Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.