



Australian Government

Department of Education, Employment and Workplace Relations

CUSGEN05B Make presentations

Release: 1

CUSGEN05B Make presentations

Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to prepare for and make effective presentations to a group of people. Senior operational staff, sales and marketing personnel or managers would generally undertake this role.

This unit describes the skills and knowledge required to prepare for and make effective presentations to a group of people. Senior operational staff, sales and marketing personnel or managers would generally undertake this role

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan and prepare for the presentation	1.1 Identify the purpose, the audience and the medium to be used for the presentation 1.2 Collect information and materials required for the presentation, check accuracy and currency of the information collected and organise it in a logical structure 1.3 Evaluate the information and materials and select information/materials suitable to the level of knowledge and understanding of the audience 1.4 Create slides, overheads, tapes, brochures, pamphlets, pitching document and any other materials needed for the presentation as required
2 Make presentations	2.1 Present information in a clear, logical and interesting way, ensuring that there is a good introduction and a strong conclusion 2.2 Use appropriate public speaking techniques and visual and audio aids effectively as required 2.3 Encourage audience participation where possible and provide means for gaining audience feedback 2.4 Monitor and respond to audience needs and reactions and adjust presentation to ensure ongoing rapport and audience engagement in the presentation
3 Evaluate presentations	3.1 Review presentation to see how well it achieved objectives, and check audience feedback to gauge the effectiveness of the presentation 3.2 Identify strengths and weaknesses of the presentation to inform subsequent presentations

Required Skills and Knowledge

Not applicable.

Evidence Guide

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

- basic research skills
- identification of relevant information
- questioning techniques to obtain information
- sorting and summarising information

- methods for planning presentations, including structure of presentations
- knowledge and application of presentation skills, including use of voice, eye contact, body language, impact of dress, use of humour
- features of typical presentation equipment
- methods for creating suitable support materials
- knowledge of subject matter for presentation.

Linkages to other units

This unit has strong linkages to the following units, and combined training delivery and/or assessment is recommended:

- CUSADM03A - Manage a project
- CUEMAR03B - Undertake marketing activities
- Specialist units in a range of training packages.

Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

- ability to source, evaluate and select supporting information
- ability to deliver a logical, well-structured presentation that shows effective use of public speaking techniques.

Method and context of assessment

The assessment context must provide for:

- practical demonstration of skills through the preparation and delivery of more than one presentation on more than one topic and to more than one audience so that skills can be adapted to different situations
- presentation to and interaction with a group of the size and nature that would be expected for the relevant topic or context.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- direct observation of presentations made by the candidate
- evaluation of presentation notes and supporting materials prepared by the candidate
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Resource requirements

Assessment of this unit requires access to:

- industry current equipment for presentations.

Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, organising and analysing information (3)

Preparing a presentation on the outcome of a research project.

Communicating ideas and information (3)

Using a story telling technique to enhance communication with an audience.

Planning and organising activities (3)

Planning and structuring a 15-minute presentation on a complex topic.

Working with others and in teams (2)

Liaising with co-presenters in preparation for a panel-style presentation.

Using mathematical ideas and techniques N/A

Not Applicable

Solving problems (2)

Responding to a situation where part of the audience is nearly asleep when you begin your presentation.

Using technology (1)

Using a video machine during a presentation.

Underpinning skills and knowledge

Assessment must include evidence of the following knowledge and skills:

basic research skills

identification of relevant information

questioning techniques to obtain information

sorting and summarising information

methods for planning presentations, including structure of presentations

knowledge and application of presentation skills, including use of voice, eye contact, body

language, impact of dress, use of humour

features of typical presentation equipment

methods for creating suitable support materials

knowledge of subject matter for presentation.

Linkages to other units

This unit has strong linkages to the following units, and combined training delivery and/or assessment is recommended:

CUSADM03A - Manage a project

CUEMAR03B - Undertake marketing activities

Specialist units in a range of training packages.

Critical aspects of evidence

The following evidence is critical to the judgement of competence in this unit:

ability to source, evaluate and select supporting information

ability to deliver a logical, well-structured presentation that shows effective use of public speaking techniques.

Method and context of assessment

The assessment context must provide for:

practical demonstration of skills through the preparation and delivery of more than one presentation on more than one topic and to more than one audience so that skills can be adapted to different situations

presentation to and interaction with a group of the size and nature that would be expected for the relevant topic or context.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

direct observation of presentations made by the candidate

evaluation of presentation notes and supporting materials prepared by the candidate

review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Assessment methods should closely reflect workplace demands and the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).

Resource requirements

Assessment of this unit requires access to:

industry current equipment for presentations.

Key competencies in this unit

Key competencies are built into all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform

Level 2 = Administer and Manage

Level 3 = Design and Evaluate

Collecting, organising and analysing information (3)

Preparing a presentation on the outcome of a research project.

Communicating ideas and information (3)

Using a story telling technique to enhance communication with an audience.

Planning and organising activities (3)

Planning and structuring a 15-minute presentation on a complex topic.

Working with others and in teams (2)

Liaising with co-presenters in preparation for a panel-style presentation.

Using mathematical ideas and techniques N/A

Not Applicable

Solving problems (2)

Responding to a situation where part of the audience is nearly asleep when you begin your presentation.

Using technology (1)

Using a video machine during a presentation.

Range Statement

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Information sources may include:

media
reference books
libraries
unions
industry associations and organisations
industry journals
union publications, e.g. newsletters, magazines, bulletins and letters
computer data, including Internet
induction kits
organisational policies, procedures and journals
personal observations and experience
discussions with current industry practitioners
discussions with manufacturers (technical and sales personnel)
specialist technical publications
manufacturer handbooks, manuals, promotional material

Audience may include:

colleagues
business clients
community groups (youth groups)
general public

Public speaking techniques may include:

pace of speech
tone of voice
inflection
accent
eye contact
volume

Settings of the presentation may include:

corporate
education
product launch
fund raising
events
concerts

The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.

Information sources may include:

media
reference books
libraries
unions
industry associations and organisations
industry journals

union publications, e.g. newsletters, magazines, bulletins and letters
computer data, including Internet
induction kits
organisational policies, procedures and journals
personal observations and experience
discussions with current industry practitioners
discussions with manufacturers (technical and sales personnel)
specialist technical publications
manufacturer handbooks, manuals, promotional material

Audience may include:

colleagues
business clients
community groups (youth groups)
general public

Public speaking techniques may include:

pace of speech
tone of voice
inflection
accent
eye contact
volume

Settings of the presentation may include:

corporate
education
product launch
fund raising
events
concerts

Unit Sector(s)

Not applicable.