

<b>Title</b>	<b>Use computer technology to create and deliver a presentation from given content</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to plan the presentation, working from given specifications and content; create a presentation using computer technology; and deliver the presentation to the specified audience.
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Specifications will be provided and may include but are not limited to – layout, type and purpose of the presentation, use of specific software and use of colour.
- 2 Content for the presentation will be provided to the learner. Media (such as images, animations, sound), will be provided to learners and must be copyright free and may include access to creative commons and/or royalty free images.
- 3 A *plan* outlines a list of steps of how the requirements of the presentation will be realised. The plan may be modified during the task and changes justified. Evidence of planning may be oral, written, and/or digital.
- 4 Definitions  
*Copyright* refers to the exclusive legal right given to a creator to control the reproduction of their work.  
*Presentation* in this context means the creation of content on a digital device.
- 5 Legislation relevant to this unit standard includes but is not limited to the:  
 Copyright Act 1994  
 Copyright (New Technologies) Amendment Act 2008  
 Harmful Digital Communications Act 2015  
 Health and Safety at Work Act 2015  
 Privacy Act 2020  
 and any subsequent amendments.  
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 6 References  
*ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, 2010; available from WorkSafe New Zealand, at <https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.

Copyright Licensing New Zealand, resources available from  
<https://www.copyright.co.nz/>.

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## Outcomes and performance criteria

### Outcome 1

Plan the presentation, working from given specifications and content.

#### Performance criteria

- 1.1 The presentation's topic, purpose, method of delivery, specifications, target audience, content, order of content and format of the presentation are identified in the plan.
- 1.2 The computer application to be used to create and deliver the presentation is identified in the plan.

### Outcome 2

Create a presentation using computer technology.

#### Performance criteria

- 2.1 The content is prepared and assembled according to the presentation plan.
- 2.2 The completed presentation is checked to ensure that it is consistent with the requirements of the plan.

### Outcome 3

Deliver the presentation to the specified audience.

#### Performance criteria

- 3.1 The presentation is delivered to the specified audience in accordance with the requirements of the plan.
- 3.2 The presentation is delivered in a way that is readable and audible to the specified target audience.

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<b>Planned review date</b>	31 December 2026
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**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 2015
Rollover and Revision	7	19 September 2013	31 December 2019
Review	8	19 January 2017	31 December 2024
Review	9	26 May 2022	N/A

**Consent and Moderation Requirements (CMR) reference**

0099

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

**Comments on this unit standard**

Please contact Toi Mai Workforce Development Council [qualifications@toimai.nz](mailto:qualifications@toimai.nz) if you wish to suggest changes to the content of this unit standard.