

<b>Title</b>	<b>Present business information for a business purpose</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify, evaluate and select presentation options to meet a business purpose; and prepare and present information to an audience in a manner that meets the business purpose.
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<b>Classification</b>	Business Administration > Business Information Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Written, spoken, and visual presentation methods must be used. Presentation can be to an audience internal or external to the candidate's organisation. Presentation duration will be suitable to the business purpose but must be of a minimum fifteen minutes duration plus additional time for audience questions and feedback. Audience must be a minimum of four people.
- 2 *Business purpose* relates to the operational or strategic needs or goals of an organisation. Business purpose includes but is not limited to the - marketing, business planning, business reporting, training or education, needs or goals of an organisation.
- 3 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Copyright Act 1994  
Privacy Act 1993.
- 4 Recommended skills and knowledge:  
Unit 9692, *Present information orally to an audience.*

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### Outcomes and performance criteria

#### Outcome 1

Identify, evaluate and select presentation options to meet a business purpose.

#### Performance criteria

- 1.1 The business purpose is established, and information requirements are defined in relation to the interests, concerns, communication objectives and needs of the intended audience.

- 1.2 Resource requirements are identified and justified in relation to the presentation nature and purpose.
- 1.3 Presentation options are identified, evaluated, and selected in accordance with the nature of the information, and the communication preferences and needs of the intended audience.
- Range presentation options may include but are not limited to –  
written options – copies of speaker's notes, presented paper or business collateral, hard copy of presentation slides;  
visual options – digital presentation program, charts, projected slide transparencies.
- 1.4 Potential conflicts and constraints for the presentation of information are identified and addressed in terms of achieving communication objectives and meeting audience needs.

## Outcome 2

Prepare and present information to an audience in a manner that meets the business purpose.

### Performance criteria

- 2.1 Information is assessed and selected for significance and relevance to the business purpose and the interests, concerns, and objectives of the intended audience.
- 2.2 The content, format, and language of the presentation are planned to communicate information in accordance with the interests, concerns, and objectives of the intended audience, and to achieve understanding, stimulation of interest, and information impact.
- 2.3 The presentation is organised to provide background information and supplementary information where this contributes to achieving understanding.
- 2.4 Business information is organised and presented in a form that identifies and clarifies implications for the intended audience in accordance with their interests, concerns, and objectives.
- 2.5 Business information is presented in a manner that is logical and clear, and provides business data and facts consistent with the interests, concerns, and objectives of the intended audience.
- 2.6 The content and format of the presentation complies with organisation policies and administration procedures for information access, security, integrity, confidentiality, and authorization.

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**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 1997	31 December 2011
Revision	2	16 January 2001	31 December 2011
Revision	3	13 November 2002	31 December 2011
Review	4	26 September 2005	31 December 2012
Review	5	17 December 2010	31 December 2017
Rollover	6	16 April 2015	31 December 2022
Review	7	27 February 2020	31 December 2022

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.