

Title	Deliver learning presentations for adult learners		
Level	4	Credits	8

Purpose	People credited with this unit standard are able to prepare to deliver, deliver, and review learning presentations for adult learners.
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Classification	Adult Education and Training > Delivery of Adult Education and Training
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Available grade	Achieved
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Guidance Information

1 Definitions

A culturally safe and inclusive learning environment is one that ensures that the cultural background and needs of individuals and groups are identified, recognises and respects those backgrounds and associated values, and takes proactive steps to meet the identified needs so that the learning outcomes can be achieved to the fullest extent of each learner's capabilities.

Learning presentations include lectures, demonstrations, and PowerPoint presentations, and typically have knowledge-based outcomes with minimal interaction between and/or with learners.

Organisational requirements refer to the policies, procedures, and reporting requirements of the provider and/or client organisation.

Stakeholders refer to the learner, and may also include managers, supervisors, and colleagues.

2 Range

Evidence of three presentations with different content, each of at least 30 minutes duration is required.

3 Assessment against this standard is subject to compliance with organisational requirements.

4 For a standard on the design of learning sessions refer to Unit 7093, *Plan for delivery of learning sessions for adults*. For the assessment of an individual's learning refer to Unit 30421, *Carry out assessments against standards to make judgements of learner performance*.

Outcomes and performance criteria

Outcome 1

Prepare to deliver learning presentations for adult learners.

Performance criteria

- 1.1 Learner needs and intended delivery methods are included in the preparation of the learning environment.
- Range includes but is not limited to – access, assembling support materials, checking equipment, booking facilities, lay-out.
- 1.2 Session is structured to aid and reinforce the achievement of learning outcomes that match the identified learner needs.
- Range introduction, development, summary, opportunities for questions.
- 1.3 Educational media are selected and prepared to complement session content and to accommodate the expected range of learning styles.
- Range may include but is not limited to – audio, video, printed material, overhead projection transparencies, slides, real life objects, electronic projection presentation, charts, whiteboard.
Evidence of three is required.
- 1.4 Criteria for reviewing learning presentations are established and documented in accordance with organisational requirements.

Outcome 2

Deliver learning presentations for adult learners.

Performance criteria

- 2.1 Learning outcomes and sequence of content are explained to learners at the start of the session.
- 2.2 Delivery is engaging and reinforces key learning points.
- Range engaging delivery may include but is not limited to use of – eye contact, tone of voice, body language, support material.
- 2.3 Information is pitched at the learners' level, is factual, and is delivered in a logical sequence.
- 2.4 Educational media are managed to support the achievement of learning outcomes.

2.5 Delivery of the learning presentation is modified (if necessary) to accommodate contingencies in the learning situation, resource availability, learner needs, and time constraints.

2.6 A positive learning environment that is culturally safe and inclusive is created and maintained.

Range a positive learning environment includes but is not limited to – participation, resource availability, pace, two-way communication, a monitoring process.

2.7 Achievement of learning outcomes is measured by formative assessment.

Outcome 3

Review learning presentations for adult learners.

Performance criteria

3.1 Stakeholder feedback on the learning presentations is sought and analysed against review criteria.

Range may include but is not limited to – achievement of outcomes, organisation, delivery, content, location, interaction.

3.2 Stakeholder feedback and self-review of the learning presentations are recorded in accordance with organisational requirements and any areas for future refinement are identified.

Range stakeholder feedback and self-review include – documentation of action plans, delivery, provision of learner support.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Review	2	18 December 2002	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0045
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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.