



Professional Presentation

**FETAC Level 6
L32647**

Programme Brochure

Professional Presentation

FETAC Level 6 – L32647

Oyster TRAINING Programmes

This programme is designed to give the learner an in-depth understanding and knowledge of presentation software and communication skills that can be used in business and training environments. This programme moves beyond simply bullet points and neatly arranged text. It teaches the learner, even those starting from a very basic level, how to create animated, visual, slides that effectively communicate and support rather than smother your message.

Programme Aims

Learners who successfully complete this module will:

- Appreciate the importance of effective communication in business and personal environments
- Understand the value of powerful visual presentation in a modern business environment
- Acquire an in-depth knowledge of presentation software
- Combine practical and communication skills to present a coherent presentation

Programme Content

The programme is delivered in six units as follows:

- Unit 1 - Design and Planning
- Unit 2 - Charts and Graphs
- Unit 3 - Images and Pictures
- Unit 4 - Macros and Templates
- Unit 5 - Multimedia
- Unit 6 - Managing Presentations

Programme Duration

This programme comprises a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutor led and the remainder will be learner centred learning. These 36 hours of tutor led training will be delivered over a period of six days or 12 evenings.

Programme Certification

On successful completion of the programme, learners will receive the FETAC Level 6 Minor Award, L32647 – Professional Presentation.

Entry Requirements

To access the programme, learners should possess a FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications. Applicants who do not have these formal educational qualifications may apply for access to the programme based on their relevant life and work experience, achievement and learning.

All learners attending the course must bring to registration:

1. Completed Programme Booking Form
2. PPS number
3. Two recent personal passport size photographs. (These photographs have been taken within the last twelve months and must be signed on the back)
4. Identification (Drivers Licence, Passport, Social Welfare Services Card)

Learner Assessment

To achieve certification learners will complete the following assessments:

- Collection of Work - 20% of overall mark
- Learner Record - 30% of overall mark
- Skills Demonstration - 50% of overall mark

Learner Progression

- L32647 – Professional Presentation is a component of:

BBMSX - FETAC Level 6 Advanced Certificate in Business

BBMXX - FETAC Level 6 Advanced Certificate in Business Management

Learners who successfully complete the programme may use the associated credits towards these awards

- Certain Higher Education Institutions reserve a quota of places on specific programmes for applicants who have attained *any* FETAC Levels 5 or 6 awards. In 2010, a total of 408 such awards were listed on the Central Applications Office website (www.cao.ie).
- Certain programmes of higher education identify specific FETAC Modules as part of their entry requirements, e.g. learners with BBMXX - FETAC Level 6 Advanced Certificate in Business Management, may apply to the Institute of Technology Blanchardstown for access to the Honours Bachelors Degree (Level 8) in Sports Management and Coaching.

Booking Form

Professional Presentation

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Programme Details

Programme Title

Venue Date

Personal Details

Family Name

First Name(s)

Address for Correspondence

Tel. No. (Land-line)

Tel. No. (Mobile)

Date of Birth

PPS Number

Do you have any needs of which Oyster should be aware? Yes No

Please provide details
(or contact Oyster directly to discuss)

Attach two recent personal, passport size photographs, signed on the back, that have been taken within the past 12 months.

Qualification Details

Please provide details of your relevant qualifications.

- (e.g. FETAC Level 5 Certificate, Leaving Certificate or equivalent qualifications)

If applying based on life and/or work experience, achievement and other learning, please provide information you consider relevant to your enrolment on the programme.

- (Include any work or life experience you consider relevant, any training courses attended, voluntary work or any other information you consider relevant. Attach additional pages if required.)

I confirm that the information provided on this application form is correct and any attached documents are authentic.

Signature

Date

Programmes delivered by Oyster are of less than three months duration, therefore, Section 43 of the Qualifications Act (1999) does not apply. Regardless of this, in the event of Oyster ceasing to provide a programme for which fees have been paid, or prematurely ending a programme for which fees have been paid, these fees will be refunded to learners.

Employer Details

- If your course fees are being paid by your employer company or other funding body, please provide the following information
 - Please ensure that you complete the Programme Details and Personal Details sections on the previous page
 - Please note that payment must be made *before* the learner commences the programme.

Name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Contact Name	<input type="text"/>
Contact Title	<input type="text"/>
Contact Tel. No.	<input type="text"/>
Fee Due	<input type="text"/>
P.O. Number	<input type="text"/>

Forward this booking form with the correct fee by way of a cheque, bank draft or postal order made payable to Oyster, to 44 Ticknock Park, Sandyford, Dublin 18.
T: 01 2063840 M: 085 1078585 E: info@oystercoaching.com

Oyster Use Only

Total Fee Paid	<input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Postal Order
Receipt Number	<input type="text"/>
Photo ID Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Passport
	<input type="checkbox"/> Drivers Licence
	<input type="checkbox"/> National Identity Card
	<input type="checkbox"/> Other <input type="text"/>
Staff Signature	<input type="text"/>

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