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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: K/502/4389** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Recording a short interview using a digital Dictaphone and editing to create a sound clip to add to a webpage.
 | **Learning Materials Available:**Digital Creator online teaching and learning materials in a variety of formats - including teacher and student workbooks, video and audio formats and useful exemplar materials. |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Use audio hardware and software to capture sequences** | 1.1 | Identify the input device and associated software to use |  |  |
| 1.2 | Use input devices and built-in audio software to record information to meet needs | *Input devices: Webcam, video camera, microphone, Dictaphone, mobile phone; Input techniques: Copy and paste, screen grabs/shots, file download (eg connect USB lead, drag and drop)* |  |
| 1.3 | Identify the file format used by the input device | *File format: Supported by the software used (eg mpeg, png, wmv, quicktime)* |  |
| 1.4 | Store and retrieve sequences using pre-set file formats, in line with local guidelines and conventions where available | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find)* |  |
| **2 Use audio software tools to combine and edit sequences** | 2.1 | Identify the audio editing software to use for the file format |  |  |
| 2.2 | Cut and paste short sequences to meet needs | *Sequence: Specially recorded, existing; short (eg less than 2 mins), mode (eg b&w)* |  |
| 2.3 | Combine information of different forms or from different sources, in line with any copyright constraints | *Combine information: Audio or video clips into presentations**Techniques: Copy and paste, insert, screen grabs/shots**Forms of information: moving images, sound (eg spoken word, music, sound effects)* |  |
| 2.4 | Identify copyright constraints on using others’ information | *Copyright constraints: Effect of copyright law (eg on music downloads or use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
|  |  |  |  |  |
| **3 Play and present audio sequences** | 3.1 | Identify appropriate playback software to use for the sequence |  |  |
| 3.2 | Identify the display device to use for the sequence |  |  |
| 3.3 | Select and use appropriate combination of software and display device to playback audio sequences | *Display device: PC, laptop, video camera, Dictaphone, mobile phone, handheld audio or video device (eg mp3 player, iPod)* |  |
| 3.4 | Adjust playback and display settings so that sequences are presented to meet needs | *Adjust playback and display settings: Playback controls (eg start, stop, fast forward, rewind, pause); sound (eg volume); screen size (eg thumbnail, quarter screen, full screen); visual (eg contract, brightness, colour, b&w)* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |