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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 | | |

| **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* |  |
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| **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:** |  |