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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 20** | | | **Unit Number: Y/502/4565** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 3** | |
| **Examples of Context:**   * Typical documents may include – invitation, poster, menu, greetings card, business card. | | | **Learning Materials Available:**  None for this unit | |
| **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 Select and use appropriate designs and page layouts for publications** | 1.1 | Identify what types of information are needed | *Types of information: Text, images, graphics, video, sound* |  |
| 1.2 | Identify what page design and layout will be required | *Page design and layout: Organisation of information, size, white space, columns, consistency, orientation* |  |
| 1.3 | Select and use an appropriate page design and layout for publications in line with local guidelines, where relevant | *Local guidelines: Templates, house style, branding, publication guidelines, styles, colours and font schemes* |  |
| 1.4 | Select and use appropriate media for the publication | *Publication media: Web, document, multimedia* |  |
| **2 Input and combine text and other information within publications** | 2.1 | Input information into publications so that it is ready for editing and formatting | *Input information: Using keyboard, mouse, scanner, voice recognition, touch screen, stylus* |  |
| 2.2 | 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* |  |
| 2.3 | Organise and combine information of different types or from different sources in line with any copyright constraints | *Combine presentation information: Insert, size, position, wrap, order, group Forms: images, text, graphic elements (eg borders, lines, panels, shading, logos)* |  |
| 2.4 | Store and retrieve publication files effectively, in line with local guidelines and conventions where available | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find)* |  |
|  |  |  |  |  |
| **3 Use desktop publishing software techniques to edit and format publications** | 3.1 | Identify what editing and formatting to use for the publication |  |  |
| 3.2 | Select and use appropriate techniques to edit publications and format text | *Edit publications: Drag and drop, find, replace, undo redo, size, crop and position, use layout guides*  *Format text: Existing styles and schemes for font (typeface), size, orientation, colour, alignment* |  |
| 3.3 | Manipulate images and graphic elements accurately | *Manipulate images and graphic elements: Size, crop, position, maintain proportion, border* |  |
| 3.4 | Control text flow within single and multiple columns and pages | *Control text flow: In columns, around images and graphic elements, between pages* |  |
| 3.5 | Check publications meet needs, using IT tools and making corrections as necessary | *Check publications: Spell check; grammar check, word count, completeness, accuracy, orientation, layout, text alignment and formatting* |  |

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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:** |  |