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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/502/4615** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 4** | |
| **Examples of Context:**   * Using Flowcharts, storyboards, sketches to plan projects. * Using different file formats like JPG, PNG, SVG | | | **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 Plan the content and organisation of multimedia products to meet needs** | 1.1 | Use simple techniques to plan the content and organisation of multimedia products | *Plan and communicate: Flow chart, storyboard, sketches* |  |
| 1.2 | Identify the type of multimedia outcome to meet requirements | *Multimedia outcome: Website, CD ROM, animation sequence, presentation* |  |
| 1.3 | Identify what is required in the specification | *Specification: No of pages, features, audience, types of content* |  |
| 1.4 | Identify copyright or other constraints for 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 Obtain, input and combine content to build multimedia outcomes** | 2.1 | Select and use an appropriate input device to enter content for multimedia outcomes | *Input device: Keyboard skills, keyboard shortcuts, mouse Other input methods: voice recognition, touch screen, stylus, digital video or still camera, Dictaphone, microphone* |  |
| 2.2 | Combine information of different types or from different sources for multimedia outcomes | *Combine information: Insert, size, position, wrap, order, group* |  |
| 2.3 | Identify the file format and storage media to use | *File format for multimedia outcomes: Will vary according to the content, for example jpg for Internet photo display, png for Internet drawing display, svg for graphic designs (the ISO standard most likely to be fully supported by web browsers)* |  |
| 2.4 | Select and use appropriate software to write multimedia files |  |  |
| 2.5 | Store and retrieve multimedia 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)* |  |
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| **3 Use multimedia software tools to edit and format multimedia content to meet requirements** | 3.1 | Select and use appropriate techniques to edit and format multimedia outcomes | *Edit multimedia outcomes: Size, crop and position objects, use layout guides*  *Styles, colours and font schemes: Existing styles and schemes* |  |
| 3.2 | Manipulate images and graphic elements accurately | *Manipulate images and graphic elements: Size, crop, position, maintain proportion, border* |  |
| 3.3 | Check multimedia outcomes meet needs, using IT tools and making corrections as necessary | *Check multimedia outcomes: Completeness, accuracy, layout, formatting, animation, sound, sequence; review against requirements* |  |
| **4 Play and present multimedia outcomes** | 4.1 | Identify what display device to use for multimedia outcomes |  |  |
| 4.2 | Use appropriate techniques to navigate and display multimedia outcomes | *Navigation techniques: Click, scroll, menus, submenus*  *Display of multimedia outcomes: Thumbnail, quarter screen, full screen* |  |
| 4.3 | Control the playback of multimedia files | *Playback controls: Start, stop, fast forward, rewind, pause* |  |
| 4.4 | Adjust display settings to meet needs | *Display settings: Visual: brightness, contrast; Sound: volume, balance* |  |

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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:** |  |