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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 30** | **Unit Number: D/502/4566** |
| **QCF Credit Value: 4** | **Learning Outcomes (Number): 3** |
| **Examples of Context:*** Typical documents may include – a newsletter or e-bulletin, illustrated brochure, price list.
 | **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
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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** |
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| **1 Select and use appropriate designs and page layouts for publications** | 1.1 | Describe what types of information are needed | *Types of information: Text, images, graphics, video, sound* |  |
| 1.2 | Describe how to change page design and layout to increase effectiveness of a publication | *Page design and layout: Organisation of information, size, white space, columns, consistency, orientation, proportion* |  |
| 1.3 | Select, change 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, existing styles and schemes, refinements to styles and 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 | Find and input information into a publication so that it is ready for editing and formatting | *Input information: using keyboard, mouse, scanner, voice recognition, touch screen, stylus* |  |
| 2.2 | Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software | *Combine information for publications: Combine images with text and graphic elements (eg borders, lines, panels, shading, logos) import information produced using other software, reference external information with hyperlinks, object linking or embedding* |  |
| 2.3 | Describe how copyright constraints affect use of own and 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* |  |
| 2.4 | Describe which file format to use for saving designs and images | *File formats for designs and images: 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) - Digital picture format (e.g. jpeg and psd) - Bitmap or raster picture formats (eg raw bitmaps, bmp and compressed formats jpeg and png) - Vector graphics (eg svg, wmf, eps, ai)* |  |
| 2.5 | 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, share); version control; import/export; file size; folders (eg create, name)* |  |
| **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* |  |
| 3.6 | Identify and respond to quality problems with publications to make sure they meet needs | *Quality problems with publications: Will vary according to the content, for example, text (eg colour, size, style), images (eg orientation, size, position, cropping)* |  |

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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:** |  |