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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: F/502/4611** |
| **QCF Credit Value: 4** | **Learning Outcomes (Number): 2** |
| **Examples of Context:*** A plan of the proposed new traffic layout for a town centre, a flow chart of the quality control checks to be carried out on a production line;
* a plan of the data relationships for a multi-table database or a system diagram for a complex IT network.
 | **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 Input, organise and combine information for drawings or plans** | 1.1 | Identify what types of shapes and other elements will be needed | *Shapes and other elements: Shapes will vary according to the required outcome, for example: flow chart shapes, building plan shapes, audit**Other elements: graphic elements (eg lines, arrows, borders, backgrounds, clip art), text, numbers* |  |
| 1.2 | Evaluate templates and explain why and how they need to be changed to meet needs |  |  |
| 1.3 | Select, adapt, create and use the appropriate shapes to meet needs, including shapes imported from other sources | *Input information: Inputting tools and techniques will vary according to the technology being used: for example, interface devices (eg keyboard, mouse, stylus, touch screen), microphone (eg headset, built-in), camera (eg web cam, video camera, mobile phone camera)* |  |
| 1.4 | Select, adapt, define and create appropriate templates and styles to meet needs | *Templates and styles: Existing templates and styles, working from an example document; adapt templates, apply styles; create new templates, define new styles and colour schemes* |  |
| 1.5 | Provide guidance on what copyright constraints apply to the use of own and others’ shapes or other elements | *Copyright constraints: Effect of copyright law (eg on music downloads or use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| 1.6 | Combine information for drawings or plans including exporting outcomes to other software | *Combine information: Insert, size, position, wrap, order, group……* |  |
| 1.7 | Store and retrieve drawing files effectively, in line with local guidelines and conventions where available | *Store and retrieve: Save, save as, find, open, close, import, export, other file formats* |  |
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| **2 Use tools and techniques to edit, manipulate, format and present drawings or plans** | 2.1 | Explain what drafting guides to use so that the shapes and other elements are appropriately prepared | *Drafting guides: Grids, snap to grid, snap to shape, rulers, guidelines* |  |
| 2.2 | Select and use appropriate software tools to manipulate and edit shapes and other elements with precision | *Manipulate and edit shapes and other elements: Will vary, for example: Edit: select, insert, delete, cut, copy, paste, drag and drop, find, replace Text: font, colour, alignment* *Shapes: size, colour, orientation, connections to other shapes and elements, add labels* |  |
| 2.3 | Select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes | *Format shapes and other elements: Will vary, for example: text (eg font, paragraphs, text block, tabs, bullets), lines (eg width, length, colour, endings, beginnings), drawing elements (eg fill, shadow, corners), connections between shapes and other elements**Protection: length, width, axis. Behaviour: interaction, selection highlighting* |  |
| 2.4 | Check drawings or plans meet needs, using IT tools and making corrections as necessary | *Check drawings and plans: Spell check, grammar check, accuracy of numbers, labelling and size of shapes, connections between shapes and other elements* |  |
| 2.5 | Identify and respond to quality problems with drawings or plans to make sure they are fit for purpose and meet needs | *Quality problems with drawings and plans: Will vary according to the content, for example, text (eg formatting, styles, positioning), shapes (eg size, position, orientation, unwanted content), other elements (eg scale, thickness, colour, connections), page layout, proportion, balance, symmetry* |  |
| 2.6 | Explain what context the drawings and plans will be used in and how this will effect how they are presented |  |  |
| 2.7 | Select and use appropriate presentation methods and accepted page layouts | *Presentation methods: Will vary according to the task, for example, on screen display, publishing on a web site, hard copy print out, digital file; organisational house style, branding* |  |

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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:** |  |