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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 40** | **Unit Number: R/502/4614** |
| **QCF Credit Value: 5** | **Learning Outcomes (Number): 2** |
| **Examples of Context:*** Logo for a company or touching up and removing unwanted elements from a photograph.
 | **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 Obtain, insert and combine information for images** | 1.1 | Explain what images are needed | *Images: Images will vary according to the task for example, photos from a digital camera, scanned images, graphic elements, drawings, clip art* |  |
| 1.2 | Explain how the context affects the way images should be prepared | *Context for images: Contexts will vary according to the software and task, for example: on screen display, publishing on a web site, hard copy print out, digital file* |  |
| 1.3 | Provide guidance on what and how any copyright or other constraints may apply to the use of own and others’ images | *Copyright constraints: Effect of copyright law (eg on use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| 1.4 | Obtain, insert and prepare designs | *Prepare: Size, crop and position* |  |
| 1.5 | Explain how file format affects image quality, format and size and how to choose appropriate formats for saving images | *File formats for 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)**> Open formats (eg html, odf, pdf and rtf)**> Proprietary formats (eg pub and qxd)**> Method of compression (lossy, non-lossy)**Converting files between different formats (eg JPEG to TIFF, compression of image data or Grayscale)* |  |
| 1.6 | Use appropriate techniques to organise and combine information of different types or from different sources | *Combine information: Insert, size, position, wrap, order, group, layer, import data, links and references to external data, version control, export data* |  |
| 1.7 | Store and retrieve files effectively, in line with guidelines and conventions where available | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find); folders (eg create, name); archive (backup, restore)* |  |
| **2 Use imaging software tools to create, manipulate and edit images** | 2.1 | Explain what technical factors affecting images need to be taken into account and how to do so | *Technical factors affecting images: Page or canvas size; colour mode; file size and format; image resolution; method of display or printing; colour depth; technical differences between vector and bitmap or raster graphics* |  |
| 2.2 | Select and use suitable tools and techniques efficiently to create images | *Create images: Draw basic shapes and edit vector properties to create new and more complex shapes; download digital photos from a camera; scan and resize images; add text and other elements such as lines, boxes and arrows; create more complicated designs using painting, drawing or image manipulation software; use layers for different elements (eg background, picture and text); use bleeds and crossovers; three dimensional (3D) objects and designs* |  |
| 2.3 | Use guide lines and dimensioning tools appropriately to enhance precision |  |  |
| 2.4 | Select and use appropriate tools and techniques to manipulate and edit images | *Manipulate and editing techniques: Basic techniques – align, rotate, flip, arrange, cut, paste, resize, change font, text and colour, group, ungroup**Image manipulation software – transform, scale, rotate, distort; filters, effects; colour balance, levels and curves; masks and layers**Illustration software – masks and layers; rendering three dimensional (3D) objects; tracing**Advanced techniques – change resolution, colour depth and file format to suit different uses; adjust images to ensure compatibility between different software and operating systems* |  |
| 2.5 | Check images meet needs, using IT tools and making corrections as necessary | *Check images: Size, alignment and orientation, suitability of file format, appropriate choice of colour mode and use of filters, fitness for purpose of image resolution* |  |
| 2.6 | Identify and respond appropriately to quality problems to ensure that images are fit for purpose and meet needs | *Quality problems with images: Will vary according to the content, for example, levels, contrast, resolution, colour balance, unwanted content* |  |

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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:** |  |