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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 45** | **Unit Number: H/502/4617** |
| **QCF Credit Value: 6** | **Learning Outcomes (Number): 4** |
| **Examples of Context:** | **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 Plan the content and organisation of multimedia products to meet needs** | 1.1 | Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia outcomes | *Plan and communicate: Flow chart, storyboard, sketches* |  |
| 1.2 | Plan the use of interactive features, transitions and effects to meet needs | *Interactive features and transitions: Menus, submenus, buttons, links, pop-ups: video clips, sound clips; animation* |  |
| 1.3 | Explain the type of multimedia outcome needed and the specification that it must meet | *Multimedia outcome: Website, CD ROM, animation sequence, presentation**Specification: No of pages, features, audience, types of content, interactive elements* |  |
| 1.4 | Develop the design layout for multimedia outcomes | *Design layout: Organisation of information, size, frames, orientation, consistency, proportion, balance, symmetry* |  |
| 1.5 | Explain how the different elements of the content will relate and what elements of the content will be interactive |  |  |
| 1.6 | Summarise how copyright and other 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 Obtain, input and combine content to build multimedia outcomes** | 2.1 | Select and use an appropriate combination of input device, software and input techniques to obtain and input the relevant content | *Input device: 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)* |  |
| 2.2 | Combine information of different types or from different sources for multimedia outcomes | *Combine information: Insert, size, position, wrap, order, group, import data, links and references to external data, version control; export data* |  |
| 2.3 | Select and use appropriate software to write and compress multimedia files |  |  |
| 2.4 | Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available | *Store and retrieve: Save, save as, find, open, close; reduce file size, file properties, import and export* |  |
| 2.5 | Explain when and why to use different file formats and file compression for saving multimedia files | *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)* |  |
| **3 Use tools and techniques to build and edit multimedia content** | 3.1 | Select and use appropriate techniques to edit and format multimedia outcomes | *Edit multimedia outcomes: Size, crop and position, use layout guides; Existing styles and schemes for font (typeface), size, orientation, colour, alignment**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* |  |
| 3.4 | Identify and respond appropriately to quality problems to ensure that outcomes are fit for purpose and meet needs | *Quality problems: Will vary according to the content, for example, sound (eg noise, volume), images (eg levels, contrast, unwanted content), text (eg clarity, spelling, grammar, structure)* |  |
| **4 Play and present multimedia outcomes** | 4.1 | Explain what combination of display device and software to use that will overcome any constraints there may be in displaying different multimedia file formats | *Display devices: PC, laptop, mobile device, TV* |  |
| 4.2 | Select and use appropriate software to optimise the display of multimedia outcomes and maximise impact | *Display multimedia outcomes: Thumbnail, quarter screen, full screen, screen resolution, data bandwidth, transmission speeds, output media; constraints (eg speed of delivery, size of files, end user hardware and software configuration)* |  |
| 4.3 | Select and adjust the display settings to exploit the features of the display device and optimise the quality of the presentation | *Display settings: Visual: brightness, contrast, screen resolution, colour balance, monochrome* *Sound: volume, treble, bass, balance; Animation: speed* |  |

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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:** |  |