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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: M/502/4572** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * Simple shapes, text and arrows, clip art or a picture from a digital camera for a presentation slide. | | | **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 | | |

| **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 designs** | 1.1 | Identify what designs are needed | *Designs: Designs will vary according to the task for example: photos from a digital camera, scanned images, graphic elements, drawings, clip art* |  |
| 1.2 | Obtain, input and prepare designs to meet needs | *Prepare: Size, crop and position* |  |
| 1.3 | Identify what generic copyright and other constraints apply to the use of designs | *Copyright constraints: Effect of copyright law (eg on use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| 1.4 | Combine information of different types or from different sources for designs | *Combine information: Insert, size, position, wrap, order, group* |  |
| 1.5 | Identify the context in which the designs will be used | *Context for designs: 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* |  |
| 1.6 | Identify which file format to use for saving and exchanging designs | *File formats for design: Will vary according to the content, proprietary and open source formats* |  |
| 1.7 | Store and retrieve 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)* |  |
| **2 Use design software tools to create, manipulate and edit designs** | 2.1 | Use suitable tools and techniques to create designs | *Create designs: Draw basic shapes, change properties (eg line width and fill colour), download digital photos from a camera, scan and resize images, add text and other elements (eg lines, boxes and arrows)* |  |
| 2.2 | Use appropriate tools and techniques to manipulate and edit designs | *Manipulate and editing techniques: Align, rotate, flip, arrange, cut, paste, resize, change font, text and colour* |  |
| 2.3 | Check designs meet needs, using IT tools and making corrections as necessary | *Check designs: Size, alignment and orientation, suitability of file format* |  |

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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:** |  |