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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 15** | **Unit Number: J/502/4609** |
| **QCF Credit Value: 2** | **Learning Outcomes (Number): 2** |
| **Examples of Context:*** A plan of an office or garden layout,
* a mind map of key points discussed in a meeting.
 | **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 2D 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 | Identify which template or blank document to use | *Templates and blank documents: Blank documents; existing templates, working from an example document* |  |
| 1.3 | Select the appropriate shapes, from those available, to meet needs |  |  |
| 1.4 | Input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting | *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)**Templates and blank documents: Blank documents; existing templates, working from an example document* |  |
| 1.5 | Identify what copyright constraints apply to the use of 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 of different types or from different sources for drawings and plans | *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: Files (eg create, name, open, save, save as, print, close, find)* |  |
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| **2 Use tools and techniques to edit, manipulate, format and present drawings or plans** | 2.1 | Identify what drafting guides to use so that the shapes and other elements are appropriately prepared | *Drafting guides: Grid, snap to grid, snap to shape* |  |
| 2.2 | Use appropriate software tools to manipulate and edit shapes and other elements | *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 | *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* |  |
| 2.4 | Check drawings and 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 | 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:** |  |