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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: T/502/4573** |
| **QCF Credit Value: 4** | **Learning Outcomes (Number): 2** |
| **Examples of Context:*** Work flow process maps, drawings or edited photos for a website.
 | **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 designs** | 1.1 | Describe 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 | Describe what copyright and other constraints apply to the use of images | *Copyright constraints: Effect of copyright law (eg on use of other people’s images), acknowledgment of sources, avoiding plagiarism, permissions* |  |
| 1.4 | Use appropriate techniques to organise and combine information of different types or from different sources | *Combine information: Insert, size, position, wrap, order, group, import data, links and references to external data* |  |
| 1.5 | Describe 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 | Describe what file format to use for saving designs to suit different presentation methods | *File formats for designs: 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)* |  |
| 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, share); version control; import/export; file size; folders (eg create, name)* |  |
| **2 Use design software tools to create, manipulate and edit designs** | 2.1 | Identify what technical factors affecting designs need to be taken into account and how to do so | *Technical factors affecting designs: Page or canvas size; colour mode; file size and format; difference between screen and print resolution* |  |
| 2.2 | Select and use suitable techniques to create designs | *Create designs: Draw basic shapes and adjust properties (eg line width, fill colour, transparency); 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* |  |
| 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 designs | *Manipulate and editing techniques: Align, rotate, flip, arrange, cut, paste, resize, change font, text and colour, group, ungroup, change templates, filters to create special effects, orders and layers* |  |
| 2.5 | Check images meet needs, using IT tools and making corrections as necessary | *Check designs: 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 to quality problems with designs to make sure that they meet needs | *Quality problems with designs: Will vary according to the content, for example, levels, contrast, resolution* |  |

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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:** |  |