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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: A/502/4610** | |
| **QCF Credit Value: 3** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * A mind map of pages for a company website; * a company organisation chart or a flow chart to illustrate a business process. | | | **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 Input, organise and combine information for drawings or plans** | 1.1 | Identify what types of 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 | Review templates and describe how they need to be changed to meet needs |  |  |
| 1.3 | Select, input and use the appropriate shapes to meet needs, including importing shapes from other sources | *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)* |  |
| 1.4 | Select, adapt and use appropriate templates or blank documents | *Templates and blank documents: Blank documents; existing templates, working from an example document; adapt templates, create new templates* |  |
| 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 for drawings or plans including importing information produced using other software | *Combine information: Insert, size, position, wrap, order, group, xxx* |  |
| 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, share); version control; import/export; file size; folders (eg create, name)* |  |
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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: Grids, snap to grid, snap to shape, rulers, guidelines* |  |
| 2.2 | Select and use appropriate software tools to manipulate and edit shapes and other elements with precision | *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, including applying styles and colour schemes | *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. Protection: length, width, axis. Behaviour: interaction, selection highlighting* |  |
| 2.4 | Check drawings or 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 | Identify and respond to any quality problems with drawings or plans to make sure they meet needs | *Quality problems with drawings and plans: Will vary according to the content, for example, text (eg formatting, styles, positioning), shapes (eg size, position, orientation), other elements (eg scale, thickness, colour, connections), page layout* |  |
| 2.6 | Select and 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:** |  |