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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: D/502/4616** |
| **QCF Credit Value: 4** | **Learning Outcomes (Number): 4** |
| **Examples of Context:** | **Learning Materials Available:**Digital Creator online teaching and learning materials in a variety of formats - including teacher and student workbooks, video and audio formats and useful exemplar materials. |
| **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 | Describe 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* |  |
| 1.2 | Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia products | *Plan and communicate: Flow chart, storyboard, sketches* |  |
| 1.3 | Identify how the different elements of the content will be sourced and how they will relate in the design layout | *Design layout: Organisation of information, size, frames, orientation, consistency* |  |
| 1.4 | Plan the use of interactive features and transitions to meet needs | *Interactive features and transitions: Menus, submenus, buttons, links, pop-ups, video clips, sound clips* |  |
| 1.5 | Describe 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 relevant content for multimedia outcomes | *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 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)* |  |
| 2.3 | Describe the file format and storage media to use |  |  |
| 2.4 | Store and retrieve multimedia 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)* |  |
| **3 Use multimedia software tools to edit and format multimedia content to meet requirements** | 3.1 | Select and use appropriate techniques to edit and format multimedia outcomes | *Edit multimedia outcomes: Size, crop and position objects, 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 | *Existing styles and schemes for font (typeface), size, orientation, colour, alignment**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 | Adjust outcomes in response to any identified quality problems | *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 | Described what combination of display device and software to use for displaying different multimedia file formats | *Display devices: PC, laptop, mobile device, TV* |  |
| 4.2 | Select and use appropriate software for displaying multimedia outcomes | *Display of multimedia outcomes: Thumbnail, quarter screen, full screen, screen resolution, data bandwidth, transmission speeds, output media* |  |
| 4.3 | Select and use appropriate navigation techniques and playback controls to suit the files | *Navigation techniques: Click, scroll, menus, submenus**Playback controls: Start, stop, fast forward, rewind, pause* |  |
| 4.4 | Adjust the display settings of the software and display device to present outcomes effectively | *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:** |  |