OCR
Oxford Cambridge and RSA

Unit Title:	**Design software**
OCR unit number:	27
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	M/502/4572

Unit purpose and aim

This is the ability to use a software application designed to create, modify and layout artwork for display in print or on a screen.

This unit is about the skills and knowledge required by an IT user to use basic design software tools and techniques appropriately to produce straightforward or routine designs. Any aspect that is unfamiliar will require support and advice from others.

Design software tools and techniques will be described as 'basic' because:

·   the range of inputting, manipulation and outputting techniques will be straightforward or routine;

·   the software tools and functions involved will be predefined or commonly used;

·   the type and structure of the task will be predetermined or familiar.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Obtain, insert and combine information for designs	The learner can: 1.1. Identify what designs are needed 1.2. Obtain, input and prepare designs to meet needs 1.3. Identify what generic copyright and other constraints apply to the use of designs 1.4. Combine information of different types or from different sources for designs 1.5. Identify the context in which the designs will be used 1.6. Identify which file format to use for saving and exchanging designs 1.7. Store and retrieve files	Designs or images: Designs or Will vary according to the task for example: photos from a digital camera, scanned images, graphic elements, drawings, clip art Prepare images: Size, crop and position Copyright constraints: Effect of copyright law (e.g. on use of other people's images), acknowledgment of sources, permissions Combine information: Insert, size, position, wrap, order, group Context for designs and images: Contexts will vary according to

Learning Outcomes	Assessment Criteria	Examples
	effectively, in line with local guidelines and conventions where available	the software and task, for example: on screen display, publishing on a web site, hard copy print out, digital file File formats for designs and images: Will vary according to the content, proprietary and open source formats Store and retrieve: Save, save as, find, open, close; Views: thumbnail, gallery
2 Use design software tools to create, manipulate and edit designs	2.1. Use suitable tools and techniques to create designs 2.2. Use appropriate tools and techniques to manipulate and edit designs 2.3. Check designs meet needs, using IT tools and making corrections as necessary	Create designs and images: Draw basic shapes, change properties (e.g. line width and fill colour), download digital photos from a camera, scan and resize images, add text and other elements (e.g. lines, boxes and arrows) Manipulate and editing techniques: Align, rotate, flip, arrange, cut, paste, resize, change font, text and colour Check designs and images: Size, alignment and orientation, suitability of file format

Assessment

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 met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

·   the activity, task, problem or question and the context in which it is set;

·   the information input and output type and structure involved; and

·   the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the ITQ Centre Handbook.

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit. Individual unit checklists are available to download from the qualification webpage (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our webpage.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).