

UNIT TITLE: Artwork and Imaging Software for Access

LEVEL: Two
CREDIT VALUE: 3
NOCN UNIT CODE: CN1/2/NO/001
ACCREDITED UNIT NO:

This unit has 2 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Know how to create images. (ART 2) ¹	1.1 Describe how to produce artwork and images for at least 3 different uses, including consideration of size, orientation and content. 1.2 For at least 3 pieces of artwork or images describe who and what the information is for and how it will be presented. 1.1 Explain how each piece communicates clearly and accurately with the audience. 1.2 Identify the file formats which can be used to save files in digital picture format and which formats take up more or less space than others. 1.1 Identify file formats which are suitable for websites and those which are suitable for print publishing. 1.2 Outline the laws and guidelines affect day-to-day use of ICT.
2. Use software to produce appropriate artwork and images. (ART 2)	2.1 Use file handling techniques for the software. 2.2 Create drawings, artwork and images. 2.3 Insert, manipulate and edit simple images inserting clip art and digital images. 2.4 Check images to make sure that they are effective and fit for purpose. 2.5 Use spell check and grammar check to check the accuracy of simple text. 2.6 Use proof reading techniques to check that text is presented professionally. 2.7 Use formatting techniques appropriately

¹ E-skills ITQ

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	O
Report	O	Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	O
Reflective log / diary	O	Practice file	O

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	