

Unit Title: Desktop Publishing Software
Unit Level: Level 3
Unit Credit Value: 5
GLH: 40
LASER Unit Code: CAI968
Ofqual Unit Code: H/502/4567

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Select and use appropriate designs and page layouts for publications.	1.1	Explain what types of information are needed.
		1.2	Explain when and how to change page design and layout to increase effectiveness of a publication.
		1.3	Select, change, define, create and use appropriate page design and layout for publications in line with local guidelines, where relevant.
		1.4	Select and use appropriate media for the publication.
2.	Input and combine text and other information within publications.	2.1	Find and input information into a publication so that it is ready for editing and formatting.
		2.2	Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software.
		2.3	Provide guidance on how copyright constraints affect use of own and others' information.
		2.4	Explain which file format to use for saving designs and images.
		2.5	Store and retrieve publication files effectively, in line with local guidelines and conventions where available.
3.	Use desktop publishing software techniques to edit and format publications.	3.1	Determine and discuss what styles, colours, font schemes, editing and formatting to use for the publication.
		3.2	Create styles, colours and font schemes to meet needs.
		3.3	Select and use appropriate techniques to edit publications and format text.
		3.4	Manipulate images and graphic elements accurately.
		3.5	Control text flow within single and multiple columns and pages.

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		3.6	Check publications meet needs, using IT tools and making corrections as necessary.
		3.7	Identify and respond appropriately to quality problems with publications to ensure that outcomes are fit for purpose and meet needs.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com

Additional Information:

NA
