Silver Unit 9 - Drawing and Planning Software

Relevant LINKS

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Overview

This is the ability to use software designed for producing 2D drawings or plans, such as flowcharts, mind-maps and technical drawings

Summary

The user can select and use basic tools and techniques to produce straightforward or routine drawings and plans. Any aspects that are unfamiliar will require support and advice.

2D drawing and planning software tools and techniques will described as ‘basic’ because:

- the software tools and functions will be pre-defined or commonly used;
- the range of entry, manipulation and outputting techniques will be straightforward or routine; and
- the inputting, manipulating and outputting of the information will be pre-determined, straightforward or routine.

Example of context: A plan of an office or garden layout, a mind map of key points discussed in a meeting.

Activities supporting the assessment of this award

Assessor's guide to interpreting the criteria

General Information

QCF general description for Level 1 qualifications

- Achievement at QCF level 1 (EQF Level 2) reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance.
- Use knowledge of facts, procedures and ideas to complete well-defined, routine tasks. Be aware of information relevant to the area of study or work
- Complete well-defined routine tasks. Use relevant skills and procedures. Select and use relevant information. Identify whether actions have been effective.
- Take responsibility for completing tasks and procedures subject to direction or guidance as needed

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Requirements

- Standards must be confirmed by a trained Silver Level Assessor or higher
- Assessors must at a minimum record assessment judgments as entries in the on-line mark book on the INGOTs.org Markbook Site.
- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and on-line work. Assessors should ensure that relevant web pages are available to their account manager on request by supply of the URL.
- When the candidate provides evidence of matching all the criteria to the specification subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgment.
- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.
- This unit should take an average level 1 learner 20 hours of work to complete.

Assessment Method

Assessors can score each of the criteria L, S, H. N indicates no evidence and is the default starting position. L indicates some capability but secure capability has not yet been achieved and some help is still required. S indicates that the candidate can match the criterion to its required specification. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least S on all the criteria to achieve the unit.

Expansion of the assessment criteria

1. Input, organise and combine information for drawings or plans

1.1 I can identify what types of 2D shapes and other elements will be needed.

The candidate can identify simple objects, shapes, text, lines and arrows, that can be combined to make a drawing or diagram e.g. from clip art or other existing sources.
Evidence: Appropriate drawing objects in their files.

Additional information and guidance

At this level the range of signs symbols shapes and other objects should be limited to those needed for simple diagrams.

1.2 I can identify which template or blank document to use.

The candidate can choose suitable pages for designing and presenting work with at least examples of A4 or US letter size in portrait and landscape formats. They should be familiar with alternative

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sizes identifiable from the page set up. e.g. A5, A6 or custom.
Evidence: Drawing files in at least two page layout sizes or orientations.

Additional information and guidance

The candidate should be encouraged to experiment with the page set up sizes and appreciate the variety and range that is available.

1.3 I can select the appropriate shapes, from those available, to meet needs.
This is taking criterion 1.1 a stage further, from identifying to selecting the shapes from a limited set of choices.

Evidence: Appropriate drawing objects in their files. Centre devised test or task.

Additional information and guidance
Setting up a new page, opening the filer and choosing and loading shapes into the drawing will provide evidence for learning objective 1. In order that the organise and combine aspects are secure the drawings should show evidence of organising the shapes in positions where their combination meets the needs of the drawing. Instructions can be provided to aid this process. For this particular criterion to be secure assessors should be confident that the candidate can choose the relevant shape from a limited number of options. e.g. a circle from the choice of pre-defined shapes in OpenOffice.org Draw.

1.4 I can input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting.

The candidate can use shape tools included with the software or import/cut and paste to embed simple objects in the drawing.

Evidence: Files containing relevant simple shapes, centre devised test o task.

Additional information and guidance
In essence the first 4 criteria will be supported by the candidate producing a simple drawing using a limited range of pre-defined shapes. Assessors should be confident that they can do this routinely by practicing with several different designs.

1.5 I can identify what copyright constraints apply to the use of shapes or other elements.

Candidates should not use shapes without first checking that they are free from copyright restrictions.

Evidence: Assessor observations and user files free from restricted shapes. Centre set test or task.

Additional information and guidance
Candidates should know that shapes they originate themselves or shapes generated by the software tools directly are owned by them and thy can license them as they wish. Shapes used from other sources are owned by others and they need o be sure that they are authorised to use them. OpenClipart.org is a good source because all of the shapes in that library are licensed fo free use or in the public domain. Wikipedia's Wikimedia Commons is a good source of images and shapes licensed for free use.

1.6 I can combine information of different types or from different sources for drawings and plans.

Candidates should show that they can combine text with images and source suitable content from different sources subject to copyright restrictions.

Evidence: Files with text and graphics appropriately combined. Sources acknowledged.

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Additional information and guidance
Candidates should get into the habit of referencing sources even where the source is public domain. At this level, giving the UL of a web site is sufficient and they are likely to need regular prompting and guidance. They should also be beginning to understand that there is a massive range of different graphic formats and some will be incompatible with their software. Try to reinforce .jpg, .png and .svg as the 3 most important open standards. (Note that at the time of writing .svg is still not uiversally supported but it is the W3C international open standard fo vector graphics and is likely to become more and more important in the future.

1.7 I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available.

Candidates should show that they can save files under sensible names and in logical places, find them and open them.

Evidence: Assessor observations.

Additional information and guidance
Assessors should be confident that candidates can save files and retrieve them again routinely. If they regularly ask for help finding their files or save them with illogical names hey should not be assessed as secure.

2. Use tools and techniques to edit, manipulate, format and present drawings or plans

2.1 I can identify what drafting guides to use so that the shapes and other elements are appropriately prepared.
Candidates should be able to distinguish between vector and bitmap graphics formats choosing vectors where possible in a format that is compatible with the software. They should be able to switch the grid on and off and position objects with snap to grid.

Evidence: Vector objects appropriately positioned in files for the purpose of the drawing.

Additional information and guidance

2.2 I can use appropriate software tools to manipulate and edit shapes and other elements.
Candidates should be able to group and ungroup objects, select them and use bounding box grab handles to change their dimensions. They should be able to change line thicknesses, colour and fill colours and rotate objects. They should be able to use text as labels.

Evidence: From their drawing files

Additional information and guidance

At this level the learners are not expected to be able to use fine adjustments such as node editing or precision in their drawings. They should be able to manipulate objects to produce simple labelled diagrams, combining text, pre-defined shapes and other objects. They should be aware of shapes that are on top of each other making selection a problem and raising and lowering shapes in order to get round such problems. They should be aware of "drag select" to select multiple shapes and CTRL Z to undo.

2.3 I can select and use appropriate software tools to format shapes and other elements.

Candidates should be able to use alignment tools to format shapes in groups. They should be able to originate lines and simple predefined shapes and position them appropriately.

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Evidence: From their drawing files

Additional information and guidance
The candidate should be able to produce layouts of simple shapes and objects that are appropriate for the intended purpose. While routine aspects such as snapping shapes to the grid and basic alignment should be secure they are likely to need help with anything requiring precision. Use of the zoom facilities will help improve accuracy of positioning objects and this should be encouraged.

2.4 I can check drawings and plans meet needs, using IT tools and making corrections as necessary.

Candidates should check that their drawings are fit for purpose by asking other people to review them.

Evidence: Files submitted are free from obvious errors such as spellings, misalignments etc.

Additional information and guidance
Peer review should be encouraged. Files submitted should be free from obvious errors because they should ave checked and amended them. This can be linked to the IPU unit in terms of evaluation.

2.5 I can use appropriate presentation methods and accepted page layouts.

Candidates' work should be clearly and effectively presented in line with the original brief.

Evidence: Files submitted and the rationale for them.

Additional information and guidance
Candidates should use page layouts that are appropriate to the circumstances. If they are preparing graphics for the web they should know that file size is important and the size and resolution of the drawing could have a big effect. At this level they are not expected to be fully competent in sizing and scaling different graphics types but they should get their work checked and accept support in these respects from more experienced users.

Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialogue with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.

Source URL: https://theingots.org/community/SIL1U9X

Links
[1] http://theingots.org/community/ITQ_UNIT_development
[2] http://theingots.org/community/handbook2

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