Drawing

General level descriptors [1]

Level 1 Unit 4 - Drawing and Planning Software (2 credits)

1. 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 [2]

1.2 I can identify which template or blank document to use [4]

1.3 I can select the appropriate shapes, from those available, to meet needs [6]

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 [8]

1.5 I can identify what copyright constraints apply to the use of shapes or other elements [10]

1.6 I can combine information of different types or from different sources for drawings and plans [12]

1.7 I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available [13]

2. 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 [3]

2.2 I can use appropriate software tools to manipulate and edit shapes and other elements [5]

2.3 I can select and use appropriate software tools to format shapes and other elements [7]

2.4 I can check drawings and plans meet needs, using IT tools and making corrections as necessary [9]

2.5 I can use appropriate presentation methods and accepted page layouts [11]

Level 2, Unit 4 - Drawing and Planning Software (3 credits)

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

1.1 I can identify what types of shapes and other elements will be needed [15]

1.2 I can review templates and describe how they need to be changed to meet needs [17]

1.3 I can select, input and use the appropriate shapes to meet needs, including importing shapes from other sources [19]

1.4 I can select, adapt and use appropriate templates or blank documents [21]

1.5 I can identify what copyright constraints apply to the use of shapes or other elements [23]

1.6 I can combine information for drawings or plans including importing information produced using other software [25]

1.7 I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available [27]

2. 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 [16]

2.2 I can select and use appropriate software tools to manipulate and edit shapes and other elements with precision [18]

2.3 I can select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes [20]

2.4 I can check drawings or plans meet needs, using IT tools and making corrections as necessary [22]

2.5 I can identify and respond to any quality problems with drawings or plans to make sure they meet needs [24]

2.6 I can select and use appropriate presentation methods and accepted page layouts [26]

Level 3, Unit 4 - Drawing and Planning Software (4 credits)

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

1.1 I can identify what types of shapes and other elements will be needed [29]

1.2 I can evaluate templates and explain

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

2.1 I can explain what drafting guides to use so that the shapes and other elements are appropriately prepared [30]

2.2 I can select and use appropriate

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why and how they need to be changed to meet needs [31]

software tools to manipulate and edit shapes and other elements with precision [32]

1.3 I can select, adapt, create and use the appropriate shapes to meet needs, including shapes imported from other sources [33]

2.3 I can select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes [34]

1.4 I can select, adapt, define and create appropriate templates and styles to meet needs [35]

2.4 I can check drawings or plans meet needs, using IT tools and making corrections as necessary [36]

1.5 I can provide guidance on what copyright constraints apply to the use of own and other's shapes or other elements [37]

2.5 I can identify and respond to quality problems with drawings or plans to make sure they are fit for purpose and meet needs [38]

1.6 I can combine information for drawings or plans including exporting outcomes to other software [39]

2.6 I can explain what context the drawings and plans will be used in and how this will affect how they are presented [40]

1.7 I can store and retrieve drawing files effectively, in line with local guidelines and conventions where available [41]

2.7 I can select and use appropriate presentation methods and accepted page layouts [42]

Links to other Open Office Units

Entry Level	Level 1	Level 2	Level 3
Bronze 1 [44]	Silver 1: IPU [45]	Gold 1: IPU [46]	Platinum 1: IPU [47]
Bronze 2 [48]	Silver 2: WP [49]	Gold 2: WP [50]	Platinum 2: WP [51]
Bronze 3 Unit 1 [52]	Silver 3: SS [53]	Gold 3: SS [54]	Platinum 3: SS [55]
Bronze 3 Unit 2 [56]	Silver 4: DPS [57]	Gold 4: DPS [58]	Platinum 4: DPS [59]
	Silver 5: PS [60]	Gold 5: PS [61]	Platinum 5: PS [62]
	Silver 6: DB [63]	Gold 6: DB [64]	Platinum 6: DB [65]

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Drawing
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Source URL: https://theingots.org/community/oooDPS

Links
[1] https://theingots.org/community/qcf_levels
[2] https://theingots.org/community/oool1u4x#1.1
[3] https://theingots.org/community/oool1u4x#2.1
[4] https://theingots.org/community/oool1u4x#1.2
[5] https://theingots.org/community/oool1u4x#2.2
[6] https://theingots.org/community/oool1u4x#1.3
[7] https://theingots.org/community/oool1u4x#2.3
[8] https://theingots.org/community/oool1u4x#1.4
[9] https://theingots.org/community/oool1u4x#2.4
[10] https://theingots.org/community/oool1u4x#1.5
[11] https://theingots.org/community/oool1u4x#2.5
[12] https://theingots.org/community/oool1u4x#1.6
[13] https://theingots.org/community/oool1u4x#1.7
[14] https://theingots.org/community/oool1u4i
[15] https://theingots.org/community/oool2u4x#1.1
[16] https://theingots.org/community/oool2u4x#2.1
[17] https://theingots.org/community/oool2u4x#1.2
[18] https://theingots.org/community/oool2u4x#2.2
[19] https://theingots.org/community/oool2u4x#1.3
[20] https://theingots.org/community/oool2u4x#2.3
[21] https://theingots.org/community/oool2u4x#1.4
[22] https://theingots.org/community/oool2u4x#2.4
[23] https://theingots.org/community/oool2u4x#1.5
[24] https://theingots.org/community/oool2u4x#2.5
[25] https://theingots.org/community/oool2u4x#1.6
[26] https://theingots.org/community/oool2u4x#2.6
[27] https://theingots.org/community/oool2u4x#1.7
[28] https://theingots.org/community/oool2u4i
[29] https://theingots.org/community/oool3u4x#1.1
[30] https://theingots.org/community/oool3u4x#2.1
[31] https://theingots.org/community/oool3u4x#1.2
[32] https://theingots.org/community/oool3u4x#2.2
[33] https://theingots.org/community/oool3u4x#1.3
[34] https://theingots.org/community/oool3u4x#2.3
[35] https://theingots.org/community/oool3u4x#1.4
[36] https://theingots.org/community/oool3u4x#2.4
[37] https://theingots.org/community/oool3u4x#1.5
[38] https://theingots.org/community/oool3u4x#2.5
[39] https://theingots.org/community/oool3u4x#1.6
[40] https://theingots.org/community/oool3u4x#2.6
[41] https://theingots.org/community/oool3u4x#1.7
[42] https://theingots.org/community/oool3u4x#2.7
[43] https://theingots.org/community/oool3u4i
[44] https://theingots.org/community/ooosu#1
[45] https://theingots.org/community/ooosu#5
[46] https://theingots.org/community/ooosu#6
[47] https://theingots.org/community/ooosu#7
[48] https://theingots.org/community/ooosu#2
[49] https://theingots.org/community/ooowp#1
[50] https://theingots.org/community/ooowp#2
[51] https://theingots.org/community/ooowp#3
[52] https://theingots.org/community/ooosu#3
[53] https://theingots.org/community/oooss#1
[54] https://theingots.org/community/oooss#2
[55] https://theingots.org/community/oooss#3
[56] https://theingots.org/community/ooosu#4

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[57] https://theingots.org/community/ooodps#1
[58] https://theingots.org/community/ooodps#2
[59] https://theingots.org/community/ooodps#3
[60] https://theingots.org/community/ooops#1
[61] https://theingots.org/community/ooops#2
[62] https://theingots.org/community/ooops#3
[63] https://theingots.org/community/ooodb#1
[64] https://theingots.org/community/ooodb#2
[65] https://theingots.org/community/ooodb#3

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