

## 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)

## 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](#)

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

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

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

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

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

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

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

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

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

[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]

[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]

[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]

**Source URL:** <https://theingots.org/community/oooDPS>

## Links

- [1] [https://theingots.org/community/qcf\\_levels](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>

## Drawing

-->

---

- [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>