## Drawing

## 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]

## 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]
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 <br> [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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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/ooollu4x\#2.2
[6] https://theingots.org/community/ooollu4x\#1.3
[7] https://theingots.org/community/oool1u4x\#2.3
[8] https://theingots.org/community/ooollu4x\#1.4
[9] https://theingots.org/community/oool1u4x\#2.4
[10] https://theingots.org/community/oool1u4x\#1.5
[11] https://theingots.org/community/ooollu4x\#2.5
[12] https://theingots.org/community/oool1u4x\#1.6
[13] https://theingots.org/community/ooollu4x\#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
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[37] https://theingots.org/community/oool3u4x\#1.5
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[39] https://theingots.org/community/oool3u4x\#1.6
[40] https://theingots.org/community/oool3u4x\#2.6
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[42] https://theingots.org/community/oool3u4x\#2.7
[43] https://theingots.org/community/oool3u4i
[44] https://theingots.org/community/ooosu\#1
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[48] https://theingots.org/community/ooosu\#2
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[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


[^0]:    (function(i,s,o,g,r,a,m) \{i['GoogleAnalyticsObject']=r;i[r]=i[r]||function()\{ (i[r].q=i[r].q||[]].push(arguments)\},i[r].I=1*new Date();a=s.createElement(o), $\mathrm{m}=\mathrm{s}$. getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBergeeqaffi) \})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

