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

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]

2.1 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]

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]

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

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

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

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

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

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

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

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

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

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

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

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]

1.2 I can evaluate templates and explain [28]

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]

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