

ESKIDPS3 (SQA Unit Code - F9CL 04)

2D Drawing and planning software



Overview

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

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Performance criteria

You must be able to:

Input, organise and combine information for drawings or plans

- P1. Select, input, adapt and create the appropriate shapes to meet needs, including shapes imported from other sources
- P2. Select, adapt, define and create appropriate [templates and styles](#) to meet needs
- P3. [Combine information](#) for drawings and plans in line with any copyright constraints, including exporting outcome to other software
- P4. [Store and retrieve](#) document files effectively, in line with local guidelines and conventions where available

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

You must be able to:

- P5. Select and use appropriate software tools to [manipulate and edit shapes and other elements](#) with precision
- P6. Select and use appropriate software tools to [format shapes and other elements](#), including applying styles and colour schemes
- P7. [Check drawings and plans](#) meet needs, using IT tools and making corrections as necessary
- P8. Identify and respond to [quality problems with drawings and plans](#) to make sure they are fit for purpose and meet needs
- P9. Select and use appropriate [presentation methods](#) and accepted page layouts

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Knowledge and understanding

You need to know and understand:

Input, organise and combine information for drawings or plans

- K1. Identify what **types of shapes and other elements** will be needed
- K2. Evaluate templates and explain why and how they need to be changed to meet needs
- K3. Provide guidance on what **copyright constraints** apply to the use of own and other's shapes or other elements

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

You need to know and understand:

- K4. Discuss and explain what drafting guides to use so that the shapes and other elements are appropriately prepared
- K5. Discuss and explain what **context the drawings and plans** will be used in and how this will effect how they are presented

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Additional Information

Scope/range

An advanced user can select and use advanced tools and techniques to produce complex and non-routine drawings and plans.

2D drawing and planning software tools and techniques will be described as 'advanced' because:

1. the software tools and functions used will be complex and at times require new learning, which will involve having the idea that there may be a tool or function to do something (eg improve efficiency or create an effect), exploring technical support, self-teaching and applying;
2. the inputting, manipulating and outputting techniques will be complex, and will involve research, identification and application; and
3. the user will take full responsibility for inputting, structuring, editing and presenting the information.

Examples of context: A plan of the proposed new traffic layout for a town centre, a flow chart of the quality control checks to be carried out on a production line; a plan of the data relationships for a multi-table database or a system diagram for a complex IT network.

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Input, organise and combine information for drawings or plans

Shapes and other elements: Shapes will vary according to the required outcome, for example: flow chart shapes, building plan shapes, audit
Other elements: graphic elements (eg lines, arrows, borders, backgrounds, clip art), text, numbers

Input information: Using keyboard, mouse, scanner, voice recognition, touch screen, stylus

Templates and styles: Existing templates and styles, working from an example document; adapt templates, apply styles; create new templates, define new styles and colour schemes

Copyright constraints: Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism, provisions of the Data Protection Act

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Combine information: Insert, size, position, wrap, order, group

Store and retrieve: Save, save as, find, open, close, import, export, *other file formats*,

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

Drafting guides: Grids, snap to grid, snap to shape, rulers, guidelines

Manipulate and edit shapes and other elements: Will vary, for example:

Edit: select, insert, delete, cut, copy, paste, drag and drop, find, replace

Text: font, colour, alignment

Shapes: size, colour, orientation, connections to other shapes and elements, add labels

Format shapes and other elements: Will vary, for example:

Text: font, paragraphs, text block, tabs, bullets

Lines: width, length, colour, endings, beginnings

Drawing elements: fill, shadow, corners

Connections between shapes and other elements

Protection: length, width, axis

Behaviour: interaction, selection highlighting

Check shapes and other elements: Spell check, grammar check, accuracy of numbers, labelling and size of shapes, connections between shapes and other elements

Presentation methods: Will vary according to the task, for example, on screen display, publishing on a web site, hard copy print out, digital file; organisational house style, branding

Quality problems with drawings and plans: Will vary according to the content, for example, text (eg formatting, styles, positioning), shapes (eg size, position, orientation, unwanted content), other elements (eg scale, thickness, colour, connections), page layout, formatting; proportion, balance, symmetry,

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Status Original

Originating organisation e-skills UK SSC

Original URN ESKIDPS3

Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

Key words IT User, ICT, Information Technology, ITQ, Productivity