



Unit title	Work with digital media
SQA Unit code	H6P0 04
SCQF level	7
SCQF credit points	4
SSC Ref	CDM4

History of changes

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Version number	Date	Description

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UNIT TITLE	Work with digital media
Learning Outcomes <i>The learner will</i>	Assessment Criteria <i>The learner can</i>
1. Be able to work in accordance with standards, legislation and guidelines relating to digital media	1.1 Summarise health and safety issues relating to the use of computer equipment 1.2 Identify standards, legislation and guidelines relating to digital media in own work role 1.3 Comply with relevant standards, legislation and guidelines relating to digital media in own work role
2. Be able to keep up-to-date with software and tools for digital media	2.1 Identify the key sources of information for resources relating to own work role in digital media 2.2 Identify market developments and best practice relating to digital media in own work role 2.3 Describe the nature, constraints, opportunities and parameters of the digital platforms, technologies and media, related to own work role 2.4 Explain how content, design and technology influence each other
3. Be able to apply software, tools and processes within digital media	3.1 Demonstrate the ability to use asset management tools and processes, in line with organisational requirements 3.2 Demonstrate the ability to use software to industry standard 3.3 Follow approved contingency plans for setbacks

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to use digital media within the workplace. Learners will be working in accordance with relevant standards and legislation, and will understand the relationship between content, design and technology. They will be keeping their skills and knowledge up to date, and will understand the parameters and opportunities of the digital media/technologies/platforms used in their work
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSIM1) developed by Creative Skillset
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Evidence for this Unit should be generated in the workplace or a real work environment under normal commercial operating conditions. Simulation is only acceptable under certain circumstances, please refer to section 4.1 of Creative Skillset's 'Principles of Assessment for use with SVQs and competency-based qualifications in the SCQF'

Guidance on Instruments of Assessment

This Unit is designed to assess the skills and knowledge of candidates in the workplace.

Acceptable types of evidence

The following sources of evidence can be used in the assessment of the competency based learning outcomes:

- Direct observation of learners carrying out the relevant task;
- Portfolios (hard-copy and digital);
- Inspection and evaluation of products produced (this includes electronic evidence where appropriate);
- Questioning of learners to support performance;
- Simulation where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Expert Witness where specific expertise is required;
- Supplementary evidence (i.e. Witness Testimony);
- Recorded Internal competency assessments carried out as part of a structured in-company approach (i.e. ISO9000). Assessors should carry out only confirmatory observation.

For knowledge based learning outcomes the following sources of evidence can be used:

- Oral or written exams/test;
- Portfolios (hard-copy and digital);
- Presentations;
- Simulation on where agreed (see section 4.1 of Creative Skillset's 'Principles of Assessment');
- Assignments;
- Projects;
- Case studies.
- Professional Discussion

Please note: This is not an exhaustive list, all of the assessment methods associated with effective delivery and assessment of qualifications that attest to occupational competency may be used.

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website:

http://www.sqa.org.uk/files_ccc/GuideToAssessment.pdf