Unit title	Prepare image output
SQA Unit code	H6PF 04
SCQF level	6
SCQF credit points	6
SSC Ref	CDM21

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

Title:	Prepare image output

Learning outcomes	Assessment criteria
The learner will be able to:	*The learner can:*
1 Understand key issues relating to the preparation of image output	1.1 Explain the principles of colour theory, colour mode and colour management
	1.2 Explain how and why image profiles are used
	1.3 Identify relevant sources of information to assist with keeping own knowledge and skills up-to-date
	1.4 Explain the importance of having accurate technical and descriptive metadata
	1.5 Identify the relative merits of appropriate equipment, software, methods and material for different imaging requirements
	1.6 Explain the reasons for using different file formats for digital images, identifying the differences between them
2 Be able to prepare image output for screen use	2.1 Check that the image files are in the correct format and carry an embedded profile for the required form of output
	2.2 Load the image data files for output on to the computer
	2.3 Optimise files for the specified output
	2.4 Select an appropriate medium for storing the image output files
	2.5 Check that the output format meets the client's requirements
	2.6 Store the files on the digital medium so that they can be accessed by the client
	2.7 Set up the output device and file to be used
	2.8 Check that the output medium is of sufficient capacity

3	Be able to prepare image output for print	3.1	Check that the image files are in the correct format and carry an embedded profile for the required form of output
		3.2	Load the image data files for output on to the computer
		3.3	Optimise files for the specified output
		3.4	Check that the capacity of the print medium is sufficient
		3.5	Check that the output device is properly calibrated for the medium to be used
		3.6	Set up the output device to print
		3.7	Check that the output device is loaded with sufficient output material and ready to receive the image file
4	Be able to produce different forms of image output to meet requirements	4.1	Produce any required image proofs
		4.2	Check the content and quality of image proofs against client requirements and workplace standards
		4.3	Explain the importance of image proofs signed off by all relevant parties
		4.4	Take appropriate action to resolve any problems with image proofs following discussions with all relevant parties
		4.5	Select the appropriate computer from which to produce the final output
		4.6	Send the image data file to the selected output device to produce the required image output, ensuring that manufacturer's instructions are followed
		4.7	Produce the final output within workplace wastage limits
		4.8	Check the content and quality of final output against client requirements and workplace standards
		4.9	Forward acceptable output for delivery, collection or further production as required
		4.1	Maintain the confidentiality of client material in line with workplace procedures
		4.1	Record all data relating to the content of the output in line with business/organisation requirements

5	Understand legislation, ethics and business requirements relevant to the preparation of image output	5.1	Identify key aspects of legislation relevant to the preparation of image output
		5.2	Take appropriate action to minimise potential risks and hazards
		5.3	Identify aspects of codes of ethics/conduct relevant to image output
		5.4	Comply with all business/organisation systems and procedures

Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to prepare image output. Learners will be able to produce different forms of output using different devices and materials. They will be able to review output and discuss issues with relevant parties.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSI20) 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