

Higher National Unit Specification

General information for centres

Unit title: Art and Design: Desktop Publishing and Layout Project

Unit code: DX3F 35

Unit purpose: The Unit is designed to provide candidates with advanced knowledge and skills involved in the design and production of detailed documents using industry standard desktop publishing software. This Unit would be suitable for candidates wishing to develop advanced competence in document design, layout and production by editing, combining and manipulating files to produce complex, high quality documents.

On completion of the Unit the candidate should be able to:

- 1 Plan a complex multi-page document to meet end user requirements.
- 2 Create a complex multi-page document appropriate to the end user.

Credit points and level: 2 HN Credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However, it may be beneficial if the candidate had some basic knowledge of a desktop publishing application and was proficient in computer use and saving files in a methodical way. This may be evidenced by the possession of relevant HN Units DX3F 34 Desktop Publishing and Layout, or similar.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving and Information Technology at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: Outcome 1 and 2 require the candidate to plan, design and create a complex multi-page document using files from other electronic data sources. Outcomes 1 and 2 involve using advanced features of a desktop publishing package.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and evidence requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Plan a complex multi page document to meet end user requirements

Knowledge and/or skills

- ◆ Desktop publishing software
- ◆ Multi page documents
- ◆ Text formatting
- ◆ Graphics
- ◆ Page layout
- ◆ Master pages
- ◆ Styles sheets

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ design a multi page complex document of at least sixteen pages
- ◆ design page layouts, text formatting and text content appropriate for the given purpose and audience
- ◆ plan facing page layout
- ◆ demonstrate use of master pages which contain: orientation, margins, headers, footers, ruler guides, columns
- ◆ demonstrate the use of style sheets which contain: text, graphic placement, master page layout, paragraph styles, heading styles, design elements, type settings

Evidence should be generated by the production of at least three drawn roughs on paper and one finished rough produced using desktop publishing software.

Assessment guidelines

The candidate will have the opportunity to design and create a complex multi-page document to their own specifications. Examples of complex multi-page documents should be made available to the candidate. It would be good practice for the assessor to retain hard copies and/or electronic copies of final roughs.

Higher National Unit specification: statement of standards (cont)

Unit title: Art and Design: Desktop Publishing and Layout Project

Outcome 2

Create a complex multi-page document, appropriate to the end user

Knowledge and/or skills

- ◆ Importing files
- ◆ File management
- ◆ Placing and manipulation of file
- ◆ Editing
- ◆ Document enhancement

Evidence Requirements

Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ create a multi-page complex document of at least sixteen pages
- ◆ create page layouts incorporating text formatting and content appropriate for the given purpose and audience
- ◆ import appropriate files in the correct format: textual; graphical; tabular
- ◆ use a minimum of four document enhancement features effectively eg fonts and typestyles; use of typestyles; border; shading; vertical lines; horizontal lines
- ◆ colour is used effectively throughout the document

Evidence should be presented in the form of hard copy and/or electronic format.

Assessment guidelines

Oral questioning may be used to verify the candidates knowledge and understanding of appropriate file forms for saving work in an electronic format for both online viewing and print.

Administrative Information

Unit code: DX3F 35

Unit title: Art and Design: Desktop Publishing and Layout Project

Superclass category: KH

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Higher National Unit specification: support notes

Unit title: Art and Design: Desktop Publishing and Layout Project

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

The Unit is designed to provide candidates with advanced knowledge and skills involved in the design and production of detailed documents using industry standard desktop publishing software. This unit would be suitable for candidates wishing to develop advanced competence in document design, layout and production by editing, combining and manipulating files to produce complex, high quality documents. The unit should encourage realistic professional practices and work standards, using industry standard hardware and software.

Outcome 1

The candidate will have the opportunity to design and create a complex multi-page document. The unit brief should be devised by the assessor and allow scope for creative expression. Examples of complex multi-page documents should be made available to the candidate by the assessor prior to the planning of the project.

This Outcome will give candidates the opportunity to develop skills in the following areas:

- ◆ desktop publishing software
- ◆ multi page documents
- ◆ text formatting
- ◆ graphics
- ◆ page layout
- ◆ master pages (orientation, margins, headers, footers, ruler guides, columns)
- ◆ styles sheets (text, graphic placements, master page layout, paragraph styles, heading styles, design elements, type settings)

Outcome 2

This Outcome builds on the skills and knowledge gained in the first outcome. This Outcome gives candidates to opportunity to import files; learn and understand the correct file management of a multi page document; place and manipulate files saved in the correct file format; edit text effectively; utilise document enhancement features such as shading, vertical and horizontal line, borders, type styles and fonts and use colour effectively throughout the document.

Guidance on the delivery and assessment of this Unit

Whilst this unit is an optional unit in the HND Visual Communication group award, opportunities may be taken to link with other aspects of the course and a thematic approach adopted for both delivery and assessment. The unit is primarily designed to provide candidates with the advanced knowledge and skills involved in the design and production of detailed documents using industry standard desktop publishing software.

Higher National Unit specification: support notes (cont)

Unit title: Art and Design: Desktop Publishing and Layout Project

Outcome 1

Candidates should be provided with industry standard examples before embarking on the planning of a complex multi-page document. Candidates should also carry out their own research by using a library or the Internet. The assessor will produce a brief or project for the candidate. The assessor should also act as the client. Candidates should be able to be verbally answer questions by the assessor relating to the planning of the design of a complex multi-page document. This assessment should consist of a substantial amount of development work and should include at least three different plans of a design on paper. Planned roughs should be produced by traditional methods on paper as well as using desktop publishing software for the finished rough. Three drawn roughs on paper and one finished rough produced using desktop publishing software is required for assessment purposes.

Outcome 2

The assessment evidence should be the creation of a multi-page complex document to match end user requirements as stated in the given brief. Oral questioning may be used to verify the candidates' knowledge and understanding of appropriate file forms for saving work in an electronic format for both online viewing and print. The final document should be of professional standard.

Opportunities for developing Core Skills

All elements of the Core Skill of Problem Solving, Planning and Organising, Critical Thinking, and Reviewing and Evaluating, will be fully developed and enhanced in the Unit. Candidates undertake a complex practical task, where identifying and assessing the relevance of all factors and identifying and maximising all available resources in order to pre-empt potential difficulties will involve a high level of critical thinking. Designing effective strategies which allow on-going opportunities for review and modification will reflect and apply problem solving skills. Although a checklist approach to Problem Solving is not particularly useful for the level of skill needed candidates will benefit from support materials and/or personal interviews with the assessor to reinforce analytical evaluative approaches to overall achievement in order to inform any future activities and further development. Candidates need to plan, produce and present materials to a standard which would be acceptable in industry and acquire software skills to effectively undertake creative projects to create complex multi-page documents and to work with industry standard desktop publishing software applications. Some formative opportunities to create planned layouts and designs using appropriate use of presentation styles may be a useful way to maximise skills.

Open learning

This Unit would be suited to open, distance and online learning if it was conducted in conditions where arrangements have been put in place to assure the authenticity of the candidate's work. For further information and advice please refer to the SQA document *Assessment and Quality Assurance for Open and Distance Learning* which is available on SQA's website: **www.sqa.org.uk**.

Higher National Unit specification: support notes (cont)

Unit title: Art and Design: Desktop Publishing and Layout Project

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Alternative Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: **www.sqa.org.uk**.

General information for candidates

Unit title: Art and Design: Desktop Publishing and Layout Project

This Unit will allow you to develop advanced competence in document design, layout and production by editing, combining and manipulating files to produce complex, high quality documents.

In **Outcome 1** you will design a complex multi-page document to a given brief. You will have to undertake research and produce three roughs on paper before progressing to the finished design. You may be asked questions on the suitability of your design in relation to the brief before going on to the completion stage.

In **Outcome 2** you create a complex multi-page document of at least sixteen pages using industry standard desktop publishing software. This Outcome will give you the opportunity to import files; learn and understand the correct file management of a multi page document; place and manipulate files saved in the correct file format; edit text effectively; utilise document enhancement features such as shading, vertical and horizontal line, borders, type styles and fonts and use colour effectively throughout the multi-page document.