**UNIT**      Digital Media: Still Images Acquisition (SCQF level 4)

**CODE**      F1JY 10

## SUMMARY

The overall aim of this Unit is to enable candidates to undertake the acquisition of digital still images to meet the requirements of a specified brief. The Unit is largely practical and provides candidates with the knowledge and understanding to identify the image requirements of the specified brief and plan a strategy for the acquisition of the images. The Unit provides opportunities for candidates to develop basic skills in the capture, storage and presentation of images in a range of formats. Candidates should use the skills outlined to create a portfolio of images.

This Unit is designed for candidates who require knowledge and practical experience of still image acquisition from a variety of sources.

## OUTCOMES

1    Identify hardware, file formats and software used in digital still image acquisition.
2    Plan the acquisition of digital still images for a specified brief.
3    Acquire and store digital still images for a specified brief.
4    Prepare and present images to a specified brief.

## RECOMMENDED ENTRY

While entry is at the discretion of the centre, it would be beneficial if candidates possessed basic IT skills. This may be evidenced by possession of:

D01D 09      *Information Technology (Access 3)*

or equivalent qualifications or experience.

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**National Unit Specification: general information (cont)**

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**CREDIT VALUE**

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*)

*\*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.*

**CORE SKILLS**

Where there is no automatic certification of Core Skills in this Unit there may be opportunities for developing aspects of Core Skills.

# National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

## OUTCOME 1

Identify hardware, file formats and software used in digital still image acquisition.

### Performance Criteria

(a)   Identify common hardware resources for image acquisition.
(b)   Identify common file formats utilised in image acquisition.
(c)   Identify appropriate software applications for processing acquired images.

## OUTCOME 2

Plan the acquisition of digital still images for a specified brief.

### Performance Criteria

(a)   State the type, quantity and expected quality of images for the brief.
(b)   State the most common possible sources for the images required by the brief.
(c)   State the hardware requirements necessary to complete image acquisition in accord with the brief.
(d)   State current health and safety, data protection and copyright implications for the acquisition of images for the brief.
(e)   Prepare a schedule for image acquisition to meet the timescales of the brief.

## OUTCOME 3

Acquire and store digital still images for a specified brief.

### Performance Criteria

(a)   Acquire images that meet the requirements of the brief.
(b)   Acquire images within the timescales of the brief.
(c)   Store images with appropriate names to enable efficient access and retrieval.
(d)   Acquire and store images in a manner consistent with current health and safety, data protection and copyright legislation.

# National Unit Specification: statement of standards (cont)

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## OUTCOME 4

Prepare and present images to a specified brief.

### Performance Criteria

(a)  Edit images to satisfy the requirements of the brief.
(b)  Obtain appropriate clearances for images with identified copyright issues.
(c)  Present images in the format specified by the requirements of the specified brief.

### EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

A candidate is encouraged to use the Internet in any research etc., however, the evidence produced must be the candidate's own words. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded and product evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria within this Unit.

Candidates are required to provide written and/or oral recorded evidence for Outcome 1. The evidence for this Outcome must be obtained under controlled, supervised conditions. The assessment will be closed-book and should last no more than 45 minutes. The instrument of assessment will provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content.  Achievement can be decided by use of a cut-off score. Each sample must include the following:

♦    Identification of **three** common hardware resources
♦    Identification of **three** common file formats
♦    Identification of **four** appropriate software applications for processing acquired images

For Outcomes 2, 3 and 4 candidates are required to provide:

♦    Written and/or recorded evidence which consists of:

    —  possible types, quantity and expected quality of images required for the brief, possible sources for acquiring images, hardware requirements, copyright implications for each image.
    —  a schedule of activities for acquisition of images including a breakdown of the timescales required  The schedule  must include any current health and safety, data protection and copyright issues which apply to the acquisition or storage of the planned images.
    —  a log of activities undertaken to acquire and store at least ten digital still images as required by the brief and the plan of activities. The log must include the filenames and storage location used as well as the timescales taken to acquire and store the images.

# National Unit Specification: statement of standards (cont)

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♦   Product evidence which consists of a portfolio of:

— at least ten images which have been acquired and stored as required by the brief and the plan of activities.
— a presentation of at least six edited images as specified by the brief.
— copyright clearance for at least one of the images used in the presentation.

The evidence produced for Outcomes 2, 3 and 4 can be produced over an extended period of time under unsupervised conditions but the assessor must authenticate that the evidence produced is the candidate's own work. The assessor must also ensure that candidates adopt safe working practices throughout the undertaking of this Unit.

An assessor observation checklist is required which authenticates that the candidate has completed the above tasks along with the portfolio evidence. An assessor must endorse each candidate checklist with their name, signature and date.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge, a specified brief and exemplar folio. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

# National Unit Specification: support notes

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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 40 hours.

## GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit has been designed to enable candidates to experience the process of acquiring digital image stills and experience the range of possibilities for image acquisition.

Outcome 1 is designed to allow centres the opportunity to introduce candidates to current hardware, software and file formats. This should allow candidates to make informed decisions when tackling the given brief. For example, images can be acquired using mobile phones, small key ring cameras, small format digital cameras, video cameras with still/snapshot facilities, captured from DV tape, photographed using traditional film based 35mm SLR cameras, scanned images from paper based sources, images from on line digital libraries, or CD/DVD based photo art work. Candidates should be made aware that there are a myriad of sources, however they will need to decide which to utilise.

There will be some practical skills which should be covered, eg how to use a simple digital still camera or scanner and how to prepare the material for final presentation ie file storage, naming etc, however the emphasis is not on technical knowledge or 'creative' competence, but rather, the process, ie identifying the requirements of a given brief, planning how to meet these requirements through a variety of acquisition techniques (using a camera, scanning hard copy, source/library materials, etc) and delivering a finished product fit for purpose to an agreed/given brief.

## GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

A candidate centred approach should be adopted. The knowledge covered in Outcome 1 should be delivered as an integral part of the learning and teaching of the remaining Outcomes. It would be useful if the hardware and software can be demonstrated to the candidates to allow them to discuss the characteristics of each item and how it relates to the type of digital still images to be acquired and stored. It would be useful if the practical activities used to teach the Unit included the storage of images in a variety of different formats and again candidates should be allowed to discuss the relationship between size and quality.

The specified brief should be provided to the candidate as early as possible in the Unit to allow the candidates to familiarise themselves with the requirements. Candidates could also be given exemplar briefs to allow them to practice the skills required.

Candidates could be exposed to the different acquisition sources/methods through short practical/demonstration sessions and then presented with the given brief.

# National Unit Specification: support notes (cont)

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## OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit candidates are required to plan the acquisition of a set of images. This will present opportunities for developing aspects of the Core Skill of Problem Solving as well as aspects of the Core Skill in Communication. In addition, opportunities may arise for candidates to work together as part of the learning process, particularly when composing and taking photos or using software packages for editing. This may provide an opportunity for developing aspects of the Core Skill in Working with Others.

## GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Outcome 1 should be assessed separately, towards the end of the Unit to enable candidates to acquire the knowledge through the practical activities covered in other Outcomes.  Outcome 1 lends itself to the use of an objective test. The instrument of assessment should provide opportunities for the Outcome to be fulfilled by means of sampling across the range of the content of Outcome 1. Where re-assessment is required it should contain a different sample from the range of mandatory content. Achievement can be decided by use of a cut-off score.

If a centre is presenting Outcome 1 of these assessments on-line the following assessment methods, where appropriate, may be selected:

Multiple choice
Drag and drop
Multiple response
Mix and match
Or a combination of the above

Outcomes 2, 3, and 4 should be assessed by the production of the evidence materials which meets the requirements of a specified brief. The brief should ensure that the candidates are aware of the quantity of work required, the quality of the images to be acquired and the timescale etc for production. Acquiring images for a web page, for example, will require images which will be very different from a CD based art presentation.

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

An assessor observation checklist is required which authenticates that the candidate has completed the above tasks along with the portfolio evidence. An assessor must endorse each candidate checklist with their name, signature and date.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material including an instrument of assessment for the knowledge, a specified brief and exemplar folio. Centres wishing to develop their own assessments should refer to Assessment Support Pack to ensure a comparable standard.

# National Unit Specification: support notes (cont)

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## 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. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (**www.sqa.org.uk**).