

SVQ for IT Users (ITQ) — level 1 (SCQF level 4)

F9CA 04: Imaging Software 1

3 SCQF credit points at SCQF level 4

Description: This is the ability to use a software application designed to create, modify and layout images for display in print or on a screen (eg raster graphics for photo manipulation or illustration).

Outcome	Skills and Techniques	Knowledge and Understanding
On completion of this Unit the candidate should be able to:		
1 Obtain, insert and combine information for images.	1 Obtain, input and prepare images to meet needs. 2 Combine information of different types or from different sources for images. 3 Store and retrieve files effectively, in line with local guidelines and conventions where available.	1 Identify what images are needed. 2 Identify what generic copyright and other constraints apply to the use of images. 3 Identify the context in which the images will be used. 4 Identify which file format to use for saving and exchanging images.
1 Use imaging software tools to create, manipulate and edit images.	1 Use suitable tools and techniques to create images . 2 Use appropriate tools and techniques to manipulate and edit images. 3 Check images meets needs, using IT tools and making corrections as necessary.	

Note: The **emboldened** items are exemplified in the Support Notes.

Evidence Requirements

Completion of a portfolio (manual, electronic or combination) to cover all of the Skills and Techniques and Knowledge and Understanding points stated above. The evidence generated should adhere to the Assessment Strategy for this award and encompass a range of evidence types.

NB: It is possible to achieve this Unit by Accreditation of Prior Achievement (APA), however, the relevant evidence must be referenced within the portfolio.

General information

This Unit equates to NOS (National Occupational Standards for IT Users 2009) code DIS: Design and Imaging Software level 1. It has a stated number of SCQF credit points = 3 at SCQF level 4.

Support Notes

Summary

A SCQF level 4 (ITQ level 1) user can use basic imaging software tools and techniques appropriately to produce straightforward or routine images. Any aspect that is unfamiliar will require support and advice from others.

Imaging software tools and techniques will be defined as 'basic' (foundation level) because:

- ◆ the range of inputting, manipulation and outputting techniques will be straightforward or routine
- ◆ the software tools and functions involved will be predefined or commonly used
- ◆ the type and structure of the task will be predetermined or familiar

Examples of context which illustrate typical activities which might be undertaken by users:

- ◆ clip art or a picture from a digital camera for a presentation slide

Examples of content are given separately for highlighted text, where explanatory notes are required on terminology in the Outcomes, and do not form part of the standards. Such examples are not meant to form a prescriptive list for the purposes of assessment but rather to amplify and interpret the generic terms used in the Performance Criteria in the light of current usage of ICT systems and software. These examples are subject to change as new tools and techniques become commonplace and older ones drift out of use.

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

Outcome 1

Images: Images will vary according to the task for example: photos from a digital camera, scanned images, clip art.

Prepare images: Size, crop and position.

Copyright constraints: Effect of copyright law (eg on use of other people's images), acknowledgment of sources, avoiding plagiarism, permissions.

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

Context for images: Contexts will vary according to the software and task, for example: on screen display, publishing on a web site, hard copy print out, digital file.

File formats for images: Will vary according to the content, proprietary and open source formats.

Store and retrieve: Files (eg create, name, open, save, save as, print, close, find).

Outcome 2

Create images: Download digital photos from a camera, scan and resize images.

Manipulate and editing techniques: Align, rotate, flip, arrange, cut, paste, resize, change font, text and colour.

Check images: Size, alignment and orientation, suitability of file format.

Guidance on examples of evidence

Typical examples of evidence for Outcomes 1–2

Produce a document which includes clip art or a picture from a digital camera for a presentation slide.

To assess competence in the Knowledge and Understanding sections for all of the Outcomes a knowledge test in the form of multiple-choice questions (say 16–20 questions) or candidate statement or expert witness testimonial statements or a semi structured interview could be employed. Either one or a combination of these methods would be appropriate. If oral questioning techniques are employed it is essential to keep a record of the questions asked, together with a record in a suitable format of the candidate's responses to these for evidence purposes.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements