**Higher National Unit specification**

**General information for centres**

**Unit title:** Digital Portfolio

**Unit code:** F6JB 34

**Unit purpose:** This Unit is designed to give the candidate the knowledge and skills to be able to use recognised techniques in the design and development of a digital portfolio.

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

1 Describe the fundamentals and technology used in creating a Digital Portfolio
2 Plan and design an interactive digital portfolio to a given brief
3 Develop a digital portfolio to an agreed time schedule.
4 Test and evaluate a digital portfolio

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

*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. It would be beneficial if the candidate had general knowledge of computer applications and IT along with basic drawing or digital imaging skills. The candidate should have an understanding of basic computer terminology and experience in using a 2D bitmap and vector editing graphics package. The candidate should be aware of the following terminology such as portfolio, resolution, RGB, CMYK and typography.

**Core Skills:** There are opportunities to develop the Core Skill(s) of *Information Technology* and *Problem Solving* at SCQF level 5 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.

# General information for centres (cont)

**Assessment:** Assessment for Outcome 1 is assessed in two parts. Part One by performing a design exercise and producing either a report or presentation, at the discretion of the centre. The second part of the assessment is an objective test consisting of 10 questions which are constructed from a representative sample of the knowledge and skills.

For Outcome 2 the candidate should be given a brief to work from.. The material produced should be a design specification for a digital portfolio including rough sketches/layouts in the first instance leading to Layout Navigation style using scratch graphics and block text.

For Outcome 3 the candidate should establish a timeline in order to plan to complete all work. to create a Digital Portfolio.

For Outcome 4 the candidate should test and evaluate the digital portfolio by creating a basic testing log and producing and recording results on an evaluation sheet.

There is an opportunity to take a more holistic approach to assessment by integrating Outcomes 1, 2, 3 and 4.

Assessors should ensure themselves of the authenticity of the candidate's evidence.

# Higher National Unit specification: statement of standards

## Unit title: Digital Portfolio

## Unit code: F6JB 34

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

Describe the fundamentals and technology used in creating a Digital Portfolio

**Knowledge and/or Skills**

♦ Navigation
♦ Hierarchical file systems
♦ Starting and stopping applications
♦ Copying, moving and renaming files and folders
♦ RGB
♦ CMYK
♦ Backup data
♦ Audio/Video creation
♦ Data management
♦ Drivers
♦ Plugins
♦ Viruses, Worms and Anti-Virus Software
♦ Application install and testing
♦ File formats and file translation

**Evidence Requirements**

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

♦ describe the technological fundamentals
♦ convert colours into RGB representation
♦ convert colours into CMYK representation
♦ backup strategies for online and offline data
♦ audio/video creation techniques and methods

# Higher National Unit specification: statement of standards (cont)

- data and file size estimation including data compression and transfer rates/frame rates
- drivers installation and updates
- plugin installation and updates
- Viruses, Worms and Anti-Virus Software installation and decontamination
- Software application install and test
- Describe the fundamentals of managing the development of a Digital Portfolio

**Assessment Guidelines**

Apply good practice and recognised techniques during design and development of a digital portfolio. This may be evidenced by the completion of an observation checklist covering all knowledge and skills.

The second part of the assessment is an objective test consisting of 10 questions which are constructed from a representative sample of the knowledge and skills.

# Higher National Unit specification: statement of standards (cont)

## Unit title:   Digital Portfolio

# Outcome 2

Plan and design an interactive digital portfolio

## Knowledge and/or Skills

♦ Estimate Time
♦ Estimate Costs
♦ Screen resolution
♦ Layout
♦ Accessibility
♦ Interactivity
♦ Symmetry and asymmetry
♦ Positive and negative Space
♦ Balance
♦ Rhythm
♦ Proportion
♦ Dominance
♦ Unity
♦ Contrast or Opposition
♦ Visual Center
♦ Colour and Typography

## Evidence Requirements

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

♦ produce a design specification for a digital portfolio
♦ estimate the time and cost of the development of a digital portfolio.
♦ layout navigation style
♦ apply accessibility guidelines
♦ apply balance, symmetry, proportion, rhythm positive and negative space
♦ apply interactivity
♦ apply rhythm, proportion, dominance, unity
♦ apply contrast or opposition
♦ visual centre
♦ use colour and typography

## Assessment Guidelines

This assessment can be integrated with Outcomes 3 and 4.

**Higher National Unit specification: statement of standards (cont)**

**Unit title:**   Digital Portfolio

# Outcome 3

Develop a digital portfolio to an agreed time schedule

**Knowledge and/or Skills**

♦ Prototype
♦ Interface
♦ Navigation
♦ Media Elements
♦ Interaction

## Evidence Requirements

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

♦ produce a digital portfolio prototype
♦ apply Interaction
♦ create an Interface Navigation
♦ include Media Elements
♦ produce a completed digital portfolio

## Assessment Guidelines

This assessment could take the form of a project where the candidate has to plan, design, develop and test a rough interactive digital portfolio prototype containing a navigation interface with a minimum of two different types of media elements.

**Higher National Unit specification: statement of standards (cont)**

**Unit title:** Digital Portfolio

# Outcome 4

Test and evaluate a digital portfolio

**Knowledge and/or Skills**

- ♦ Functional testing
- ♦ Accessibility
- ♦ Non functional testing
- ♦ Strengths and Weaknesses

**Evidence Requirements**

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

- ♦ create a basic testing log
- ♦ produce, and record results on an evaluation sheet

**Assessment Guidelines**

Candidates should apply the finished evaluation within an integrated holistic assessment which could include Outcomes 2 and 3.

Evidence for this Outcome could be submitted in the form of a digital file or hard copy consisting of a finished testing log and evaluation sheet

## Administrative Information

**Unit code:**                    F6JB 34

**Unit title:**                   Digital Portfolio

**Superclass category:**          CE

**Original date of publication:** August 2008

**Version:**                      01

**History of changes:**

| Version | Description of change | Date |
|---------|----------------------|------|
|         |                      |      |
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**Source:**                    SQA

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre for further details, telephone 0845 279 1000.

# Higher National Unit specification: support notes

## Unit title:  Digital Portfolio

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 is designed to provide candidates with the knowledge and skills required to generate a Digital Portfolio. Candidates will work to a given brief to accurately create a Digital Portfolio.

For Outcome 1 candidates should work to a given brief/instruction that could provide the information necessary to test their technical knowledge by demonstrating their understanding of the fundamentals of the technology used in creating a digital portfolio in an interactive media application.

Candidates could demonstrate an understanding how to properly organise the content of a digital portfolio. Candidates will learn to organise content from completed worksheets into comprehensive and managed pages. Candidates will create a functional navigation structure and will apply consistent colour and design schemes.

Outcome 1 is assessed by performing a design exercise and producing either a report or presentation, at the discretion of the centre. If a report is chosen as the medium for collecting evidence then the size of the report must not be less than 750 words. If a presentation is chosen as the medium for collecting evidence then the size of the presentation must not be less than 12 screens, consisting of two parts. In the first part of the assessment the candidates will create a day book or journal containing accurate descriptions of the procedures required to perform practical tasks encompassing all of the knowledge and skills in the Outcome. The second part of the assessment will contain a short test using 20 restricted response questions in which candidates are required to answer questions on the function of software components, copyright issues with regard to software and the threats posed to systems by software such as viruses, worms and Trojan Horses.

For Outcome 2 Candidates should demonstrate their ability to develop a design specification for a digital portfolio taking in account screen resolution, platform specific, accessibility, interactivity, symmetry and asymmetry, positive and negative space, balance, rhythm, proportion, dominance, unity balance, contrast or opposition, rule of thirds visual center and colour and typography.

Candidates will be encouraged to investigate different design layouts. The Candidate should take into account the range of techniques used in creating these different techniques and should all be used in context and relate to the brief. The design specification should demonstrate consideration of all design elements in the knowledge and skills

For Outcome 3 Candidates should establish a timeline in order to plan to complete all work to create a Digital Portfolio.

# Higher National Unit specification: support notes (cont)

## Unit title:   Digital Portfolio

For Outcome 4, a finished evaluation of their digital portfolio should be undertaken, which should look at all areas and both strengths and weaknesses. Areas of interaction, test all inks/buttons/navigation/elements and test all video and audio Candidates will need to provide evidence to demonstrate their knowledge and/or Skills by showing that they can create an evaluation sheet and peer and group evaluation should be encouraged with the finished evaluation being in the form of a report or presentation.

## Guidance on the delivery and assessment of this Unit

This Unit has been developed for the Interactive Media Group Award. 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.

The Unit may be linked/integrated with suitable Units in the HNC/HND Interactive Media Group Award and a thematic approach adopted for both delivery and assessment.

This Unit should be delivered initially as a series of demonstrations and exercises.

For this Unit the candidates should be given a brief to work from. The tutor delivering the Unit can determine the suitability of any proposed material. The material produced should demonstrate an understanding how to properly organise the content of a digital portfolio. Candidates will learn to organise content from completed worksheets into comprehensive and managed pages. Candidates will create a functional navigation structure. Candidates will apply consistent colour and design schemes.

Outcome 1 is assessed by performing a design exercise and producing either a report or presentation, at the discretion of the centre. If a report is chosen as the medium for collecting evidence then the size of the report must not be less 750 words. If a presentation is chosen as the medium for collecting evidence then the size of the presentation must not be less than 12 screens consisting of two parts.

For Outcome 2 candidates should be given a brief to work from. The tutor delivering the Unit can determine the suitability of any proposed material. The material produced should be a design specification for a digital portfolio including rough sketches/layouts in the first instance leading to Layout Navigation style using scratch graphics and block text.

For Outcome 3 the Candidates should establish a timeline in order to plan to complete all work to create a Digital Portfolio. The candidate should take into account the range of techniques used and time taken this should be presented clearly with the aid of Gannt or Pert Charts.

For Outcome 4 the candidate should create an evaluation sheet and incorporate both peer and group evaluation. The finished evaluation could be in the form of a report or presentation that demonstrates the candidate's practical application of their skills and knowledge. Consulting candidates' storyboards and or project diaries and their evaluations of source material could assist the authentication of evidence.

**Unit title:**   Digital Portfolio

*Opportunities for developing Core Skills*

There are opportunities to develop the Core Skill(s) of written *Communication* (writing) at SCQF level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

# Open learning

This Unit is may be suitable to open learning as most of the evidence will be delivered digitally.

# 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**

# General information for candidates

## Unit title: Digital Portfolio

This Unit will enable you to understand the principles of creating a Digital Portfolio. The Unit is designed to give you skills to layout, create and test your navigational interface initially on paper first then creating a working prototype using software effectively to create an interactive digital portfolio from a given brief.

There will be four assessments:

Outcome 1 will assess your knowledge and understanding of the fundamental principles of technology used in creating a digital portfolio using a series of questions covering a range of evidence requirements.

Outcome 2 will take the form of a brief for you to work from. The tutor delivering the Unit can determine the suitability of any proposed material. The material produced should be a design specification for a digital portfolio including rough sketches/layouts in the first instance leading to layout navigation style using scratch graphics and block text

Outcome 3 You should establish a timeline in order to plan to complete all work relating to production of a Digital Portfolio. You should take into account the range of techniques used and time taken this should be presented clearly with the aid of Gannt or Pert Charts.

Outcome 4 You will create an evaluation sheet and incorporate both peer and group evaluation. The finished evaluation could be in the form of a report or presentation that demonstrates your practical application of skills and knowledge.