



Unit title	Undertake technical adjustment of images
SQA Unit code	H6PT 04
SCQF level	6
SCQF credit points	7
SSC Ref	CDM20

History of changes to Unit

Publication date: February 2014

Version: 01

Version	Description of change	Date

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Title:		Undertake technical adjustment of images	
Learning outcomes <i>The learner will be able to:</i>		Assessment criteria <i>The learner can:</i>	
1	Understand key issues relating to technical adjustment of images	1.1	Explain the principles of colour theory, colour mode and colour management
		1.2	Explain the importance of technical compatibility in images with specified requirements
		1.3	Explain the effect of image pixel dimensions, resolution and bit depth on file size
		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 develop an editing approach to the technical adjustment of images	2.1	Agree with relevant parties the image editing workflow and procedures
		2.2	Select the most suitable hardware and software for the image editing
		2.3	Retrieve all relevant material from image sources as required
		2.4	Import retrieved images into the editing software
		2.5	Check the visual and technical compatibility of the elements to be combined in the editing process
		2.6	Identify how to treat incompatible elements, following workplace procedures and relevant guidelines
3	Be able to produce image files to meet the client's requirements	3.1	Produce appropriate edited images to meet all the client's requirements and workplace standards
		3.2	Produce preliminary proofs, discussing and agreeing any further editing with the client
		3.3	Liaise with colleagues and/or clients as necessary to resolve any identified problems
		3.4	Carry out any further editing to produce final image files
4	Be able to save and store image files	4.1	Append image metadata in accordance with workplace systems and copyright legislation
		4.2	Save the edited image files in the correct format ready for outputting or storage

<p>5 Understand legislation, ethics and business requirements relevant to technical adjustment of images</p>	<p>5.1 Identify key aspects of legislation relevant to technical adjustment of images</p> <p>5.2 Identify relevant aspects of health and safety legislation</p> <p>5.3 Take appropriate action to minimise potential risks and hazards</p> <p>5.4 Identify aspects of codes of ethics/conduct relevant to technical adjustment of images</p> <p>5.5 Recognise any potential legal issues arising from the nature of the images to be produced</p> <p>5.6 Attribute intellectual property and copyright credits in accordance with copyright legislation</p> <p>5.7 Maintain the confidentiality of photographic material as required</p> <p>5.8 Comply with all business/organisation systems and procedures</p>
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Additional information about the Unit
Unit purpose and aim(s)
This unit assesses the ability to undertake technical adjustment of images. Learners will be able to develop an editing approach and produce image files to meet the client's requirements. It requires understanding of relevant legal and regulatory issues.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
This Unit is based on the NOS (SKSPI3) 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