-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Number-   **6460316**

-Superclass-   **KH**

-Title-   **INTRODUCTION TO DESK TOP PUBLISHING TECHNIQUES**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Producing documents for the Media by using Desk Top Publishing techniques.

OUTCOMES

1.   explain the component parts and operating procedures of Desk Top Publishing systems;

2.   operate industry standard Desk Top Publishing systems;

3.   produce a short communication on a Desk Top Publishing system.

CREDIT VALUE: 1 HN Credit

ACCESS STATEMENT: Access is at the discretion of the centre. However, it would be beneficial if the student had competence in communication at NC level 4 and in basic word processing. These may be evidenced by possession of National Certificate 7110055 Communication 4, SCE Higher Grade English and HN Unit 7410231 Basic Word Processing or similar qualifications or experience.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order £5.00).

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STATEMENT OF STANDARDS

UNIT NUMBER: 6460316

UNIT TITLE: INTRODUCTION TO DESK TOP PUBLISHING
                       TECHNIQUES

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

    1.   EXPLAIN THE COMPONENT PARTS AND OPERATING PROCEDURES OF DESK TOP PUBLISHING SYSTEMS

PERFORMANCE CRITERIA

    (a)   Descriptions of the component parts and assembly of desk top publishing systems are accurate.

    (b)   Explanation of the main operating procedures in the use of a particular desk top publishing is correct.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Written and/or oral evidence for both performance criteria.

OUTCOME

    2.   OPERATE INDUSTRY STANDARD DESK TOP PUBLISHING SYSTEMS

PERFORMANCE CRITERIA

    (a)   Implementation of start-up procedures and system checks is efficient, unprompted and complies with standard practice.

    (b)   Document format established is correct for a particular purpose.

    (c)   Incorporation and manipulation of text and graphics files is effective.

> (d)   Proof document created contains all given items and layout is effective.
>
> (e)   Implementation of output procedures for a single copy is efficient, unprompted and complies with standard practice.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Performance evidence for Performance Criteria (a), (c) and (e).   Product evidence for Performance Criteria (a), (b), (c) and (d).

OUTCOME

3.   PRODUCE A SHORT COMMUNICATION ON A DESK TOP PUBLISHING SYSTEM

PERFORMANCE CRITERIA

> (a)   Research and assembly of source files, data and information for a particular topic is effective.
>
> (b)   Document produced effectively incorporates assembled files in report or article format and extends to at least two pages.
>
> (c)   Style, structure and layout of document are to the standards required for in-house or community use.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Performance evidence supplemented by product for Performance Criterion (a).

Product evidence for Performance Criteria (b) and (c).

MERIT   PASS WITH MERIT

Pass with merit may be awarded to a candidate who achieves all outcomes and in so doing consistently demonstrates superior performance when, for example:

(a)   producing documents on a Desk Top Publishing system.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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SUPPORT NOTES

UNIT NUMBER: 6460316

UNIT TITLE: INTRODUCTION TO DESK TOP PUBLISHING
                     TECHNIQUES

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

CONTENT/CONTEXT   The unit should be practical and aimed at the production of information for commercial environments.

REFERENCES

1.   Guide to unit writing.
2.   For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3.   Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4.   For details of other SQA publications, please consult SQA's publications list.