National Unit Specification: general information

UNIT   Digital Media: Still Images Editing (SCQF level 5)

CODE   F1KW 11

SUMMARY

The purpose of this Unit is to allow candidates to undertake the acquisition of digital still images within the context of a specified brief. Candidates will be required to identify the image requirements of the brief, plan a strategy for the acquisition of the images, report on and justify reasons for their proposed strategy, present the images in a format appropriate to the requirements of the specified brief and evaluate the finished product and own performance.

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

OUTCOMES

1   Plan the acquisition of digital still images to meet the requirements of the brief.
2   Undertake the acquisition of digital still images for a specified brief.
3   Select, edit and present a portfolio of digital images in a format appropriate to a specified brief.
4   Evaluate the completed portfolio of digital images and personal contribution to meeting 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 10   *Information Technology (Intermediate 1)*

or equivalent qualifications or experience.

National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

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

While 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 and plan the acquisition of digital still images to meet the requirements of the brief.

Performance Criteria

(a) State the requirements of the specified brief in terms of its image requirements, technical standards and time constraints.
(b) Identify copyright requirements for all images.
(c) Plan a schedule for image acquisition to the standards and time constraints of the brief.
(d) Produce an assessment of risks for the planned schedule of acquisition activities.

OUTCOME 2

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

Performance Criteria

(a) Acquire images which conform to the technical standards of the brief within the specified timescale.
(b) Label and store the acquired images to enable efficient identification and retrieval.
(c) Complete identified copyright requirements.
(d) Conduct activities in a manner consistent with identified risks.

OUTCOME 3

Select, edit and present a portfolio of digital images in a format appropriate to a specified brief.

Performance Criteria

(a) Select images which are appropriate to the requirements of the specified brief.
(b) Edit the selected images to meet the requirements of the specified brief.
(c) Provide the statement of copyright for each selected image.
(d) Present images in a portfolio in the format required by the specified brief.

National Unit Specification: statement of standards (cont)

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OUTCOME 4

Evaluate the completed portfolio of digital images and personal contribution to meeting a specified brief.

Performance Criteria

(a) Document problems encountered and any strategy employed to resolve them.
(b) Justify the selection of images for the portfolio with reference to the requirements of the specified brief.
(c) Evaluate the completed portfolio against the requirements of the brief.
(d) Evaluate personal contribution to the production of the portfolio.

EVIDENCE REQUIREMENTS FOR THIS UNIT

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

Candidates are 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.

Evidence requirements for this Unit are:

Outcome 1

Candidate should produce

♦ A written and/or oral recorded report of at least 300 words by the candidate containing:

— list of the types of images required
— list of possible sources for acquiring the images
— statement of the strategies for acquiring images
— copyright status for each proposed image along with remedial action (where required)
— technical standards to be reached for each image

♦ A written and/or oral recorded report of at least 150 words containing:

— the schedule of activities to be undertaken for image acquisition
— delivery of activities and how it maps to the timeline
— a completed risk assessment for the set of activities

National Unit Specification: statement of standards (cont)

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Outcomes 2, 3 and 4

A candidate should provide performance evidence in the form of a candidate activity log showing:

♦ All activities undertaken in the acquisition of images
♦ All problems encountered and the steps taken to solve them (if no problems are encountered then this should be logged by the candidate)
♦ A list of all images acquired with their assigned labels and storage location(s)
♦ A list of the images selected for the portfolio with a statement of copyright status for each with a justification for selection
♦ A printout showing the before and after, with annotation, for at least five digital still images that have been edited

Product evidence is required to demonstrate that the candidate can present the completed portfolio in an appropriate format. The assessor must authenticate that the evidence produced is the candidate's own work.

Candidates will produce a report of at least 150 words of the self evaluation of the digital stills portfolio and personal contribution to the final product.

The activity log will show that the candidate has completed all of the tasks, with due regard to health and safety. An assessor must endorse each candidate activity log with the candidate's name, their name, signature and the relevant date(s).

An assessor observation checklist will be used to record that all the tasks have been undertaken correctly by the candidate. An assessor must endorse each checklist with the candidate's name, their name, signature and date.

The Assessment Support Pack (ASP) for this Unit provides sample assessment materials including assessor checklists, practical tasks and an instrument of assessment for the knowledge. Centres wishing to develop their own assessments should refer to the 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) stills and experience the range of possibilities for image acquisition. There will be elements of knowledge and skills which should be taught, eg how to use a simple (digital) still camera or scanner and how to prepare the material for final presentation (file storage, labelling etc), however, the emphasis is not on technical knowledge or creative competence, but rather, the process, ie

- ♦ the interpretation and explanation of the requirements of the specified brief
- ♦ planning how to meet these requirements through a variety of acquisition techniques (using a camera, scanning hard copy, source or library materials, etc.)
- ♦ working within constraints both temporal and technical
- ♦ delivering a finished product fit for purpose to an agreed/specified brief
- ♦ evaluating own performance and the finished product

Candidates could be exposed to the different acquisition sources or methods through short practical or demonstration sessions before being presented with the specified brief.

The brief should provide enough scope to allow for a variety of interpretations on the part of the candidate. At this level, candidates should be interpreting the brief, so the brief should be more open and less prescriptive. Candidates should not only identify possible acquisition sources/methods but also explain why they are making choices as to which sources or methods they will employ. The brief should not prescribe to candidates where they should acquire their images. Candidates will provide explanations according to the requirements of the brief.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit is best used as part of an integrated suite of units, for example, the supplied brief could be written so that the acquired and edited images can be a content element within a web authoring unit or an art design folio.

Its main use, therefore, is for candidates who need to include digital still images within their work, but who are not pursuing a dedicated photographic/AV vocational pathway.

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 still images. This may 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.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The Instrument of Assessment for this Unit should be the specified project brief and, as such, the candidates should be assessed within the framework of this project brief.

The activity log will show that the candidate has completed all of the tasks, with due regard to health and safety. An assessor must endorse each candidate activity log with the candidate's name, their name, signature and the relevant date(s).

An assessor observation checklist will be used to record that all the tasks have been undertaken correctly by the candidate. An assessor must endorse each checklist with the candidate's name, their name, signature and date.

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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**).