XSQA

Arrangements for:

Higher National Certificate

Digital Media for Design and Print

Group Award Code: G8VH 15

Higher National Diploma

Digital Media for Design and Print

Group Award Code: G8VJ 16

Validation date: June 2007

Date of original publication: March 2008

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Acknowledgement

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
06	**Revision of Unit:** DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish on 31/07/2019	30/03/17
05	**Revision of Unit:** DE3N 34 'Communication: Analysing and Presenting Complex Communication has been revised by H7TK 34 'Communication: Business Communication' and finishes on 31/07/2016. **Revision of Unit:** D77G 34 'Communication: Practical Skills' has been revised by H7MB 34 'Communication: Practical Skills' and finishes on 31/07/2016.	29/05/15
04	**Revision of Unit:** DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	25/05/15
03	**Revision of Unit:** DW9K 34 Composition and Motion Graphics has been revised by H4JN 34 and will finish on 31/07/2015.	10/09/13
02	**Changes to codes**: *Digital Imaging* from DV60 34 *(lapse date 31/07/2011, finish date 31/07/2013)* to FD69 34*. *IT in Business: Databases* from DE1N 34 *(lapse date 31/07/2012, finish date 31/07/2014)* to F84X 34*. **Added to frameworks:** *Compositing and Motion Graphics* DW9K 34*. *Compositing and Motion Graphics* F1TF 35*.	31/10/12

Contents

1   Introduction

This is the Arrangements Document for the revised HNC Digital Media for Design and Print and HND Digital Media for Design and Print, which were validated in June 2007. This document includes: background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery.

Previously two different Group Awards HNC Digital Media for Publishing and Print and HND Digital Media for Publishing and Print were available. These have now been replaced by the Group Awards of HNC Digital Media for Design and Print and HND Digital Media for Design and Print.

2   Rationale for the revision of the Group Awards

The HNC and HND in Digital Media for Design and Print are designed to offer broad based vocational education in printing with the opportunity for candidates to specialise in specific areas.

The revision of the Group Awards reflects the changes in information technology and technological advances in the area of pre-press as well as the increased requirement for design skills.

2.1   Market research methodology

Primary market research was conducted with employers in the printing industry, current and former HNC/HND candidates, and universities. This was carried out through questionnaires and interviews, to ascertain support for the revised Group Awards. Additionally, secondary market research evidence was gathered from Proskills and the British Printing Industries Federation (BPIF).

2.2   Market research results

Analysis of the results of market research indicated broad agreement with the aims, approach to Core Skills and transferable skills adopted by the Group Awards and endorsed the balance between mandatory and optional Units within the frameworks.

Following the results of the consultation, the revised Group Awards have been designed to take into consideration the following:

♦ Employer needs and opinions
♦ HNC/HND candidate experience
♦ Diversity of the printing industry
♦ Changes that technology, working practices and IT have made to the printing industry
♦ BPIF and Proskills documentation
♦ Teaching staff experience
♦ The needs of articulating universities

The findings of this stakeholder consultation, which are split between industry representatives and current and former candidates are summarised as follows:

Industry representatives:

♦ were supportive of the broad content of the programme
♦ reinforced the necessity for understanding and practical awareness of current pre-press and Desk Top Publishing (DTP) skills
♦ highlighted the requirement for design skills and creative problem solving
♦ highlighted the requirement for internet and multimedia skills
♦ highlighted the requirement for a high level of Core Skills, particularly in *Communication, Problem Solving and Working with Others*

Former and current candidates:

♦ were broadly supportive of the content of the programme
♦ highlighted the requirement to address the emerging technologies of automation and digital workflows
♦ reinforced the requirement for pre-press and Desk Top Publishing (DTP) skills
♦ highlighted the requirement for internet and multimedia skills
♦ identified the Core Skills of *Problem Solving, Information Technology* and *Communication* as being the most relevant for the revised Group Awards

Labour market intelligence also demonstrated that current and sustainable opportunities existed within the sector as can be seen from the data supplied by the Proskills report prepared for the Print Education and Training Forum, February 2005. This report indicated that 27% of establishments had vacancies and provided a detailed breakdown of vacancies and skill shortages in the industry.

While the main purpose of both the HNC and the HND Digital Media for Design and Print Group Awards is to provide the basis for vocational employment successful completion of these qualifications would also allow candidates to articulate into relevant degree level courses. Previous successful candidates have studied on programmes as varied as:

♦ Publishing at Napier University
♦ Multimedia Technology at University of Paisley
♦ Graphic Design at Sunderland University

The currently agreed articulation route continues to be entry to the third year of the Multimedia Technology programme at Paisley University (on completion of the Optional Units: F1V7 34 *Print to Internet*: *Content Repurposing;* D75W 34 *Multimedia: Developing Multimedia Applications*; DE2N 35 *3D Modelling and Animation).*

The courses also allow for progression directly into employment in a wide range of companies and organisations currently using digital media production processes, including publishing and media departments; commercial printers; publishers of newspapers; magazines and books; design studios; advertising agencies; local government; commercial and educational organisations.

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3 Aims of the Group Awards

The aims of the Group Awards have been split into general aims and specific aims and each aim has been referenced to the Units contained in the Group Awards (see Section 5.2, Aims Mapping Tables). The general and specific aims for HNC/HND are given below.

3.1 General aims of the HNC Group Award

1 To develop the candidate's knowledge and skills such as planning, analysing and synthesising.

2 To develop employment skills and enhance candidate's employment prospects.

3 To enable progression within the Scottish Credit and Qualifications Framework (SCQF).

4 To develop study and research skills.

5 To develop transferable skills including Core Skills.

6 To provide academic stimulus and challenge, and foster an enjoyment of the subject.

7 To prepare candidates in specialist skills for progression to further studies.

3.1.1 Specific aims of the HNC Group Award

8 To provide knowledge of the processes and disciplines within the modern pre-press environment.

9 To equip candidates with the broad based and specialist technical skills necessary for operating within the pre-press production area.

10 To equip candidates with the skills in information technology used in the pre-press production process.

11 To provide candidates with an understanding of current developments within the printing and related industries.

3.2 General aims of the HND Group Award

12 To develop the candidate's knowledge and skills such as planning, analysing and synthesising to SCQF level 8.

13 To develop employment skills and enhance candidate's employment prospects at higher technician level.

14 To enable progression within the Scottish Credit and Qualifications Framework (SCQF).

15 To develop study and research skills appropriate to SCQF level 8.

16 To develop transferable skills including Core Skills.

17 To provide academic stimulus and challenge, and foster an enjoyment of the subject.

18 To prepare candidates in specialist skills for progression to further studies.

3.2.1 Specific aims of the HND Group Award

The specific aims of the HND Digital Media for Design and Print are similar to those of the HNC above. However, successful HND candidates would expect to enter employment in the field of pre-press at a higher level and to have more in-depth technical skills and specialist knowledge. In particular, the HND has the following additional specific aims:

19 To provide additional range and depth of knowledge of pre-press issues.

20 To equip candidates with additional range and depth of knowledge and skills in the pre-press production area.

21 To equip candidates with an understanding of the relationships between the component parts of the pre-press production workflow.

22 To provide knowledge of the processes and disciplines within the wider digital media industry.

23 To equip candidates with the broad based and specialist technical skills necessary for operating within the wider digital media industry.

3.3 Target groups

These Group Awards would be suitable for a wide range of potential candidates — school leavers, adult returners, those already in work or self-employed. The broad range of skills involved in the Group Awards develops not only competence in pre-press skills, but also develops employability skills and personal skills which may help candidates gain employment. The Group Awards will also provide a potential progression route for those following a locally devised National Certificate course in printing, graphics or a related area.

3.4 Employment opportunities

Candidates completing an HNC in Digital Media for Design and Print could expect to gain employment at technician level in a variety of fields including:

♦ Publishing and media departments
♦ Commercial printers
♦ Publishers of newspapers; magazines and books
♦ Design studios
♦ Advertising agencies
♦ Local government
♦ Commercial and educational fields

Those continuing their studies to HND level could expect to gain employment at senior technician level in the same fields.

4 Access to Group Awards

While access to these Group Awards will be at the discretion of the centre it would be beneficial if candidates had some previous experience of printing, graphic design, multimedia or a related area. This could be evidenced by one or a combination of the following:

♦ A locally-devised National Certificate in printing, screen printing, graphics, ICT or equivalent qualification at SCQF level 5 or 6

♦ Work experience in the printing industry or a related industry

♦ NVQ/SVQ in Printing or a related area at level 3

♦ Two National Qualifications at Higher at level C or above

♦ *English for Speakers of Other Languages* at an appropriate level, where English is not the first language of the candidate

Direct entry to the programme would be offered to those with equivalent qualifications from other countries provided the competencies can be identified and are appropriate.

In addition it is recommended that candidates should possess the following minimum Core Skills levels on entry:

Table 1 — Core Skills Entry level

It is recommended that candidates should possess the following Core Skills profile on entry.

Core Skill	Recommended Entry level
Communication	SCQF level 4
Using Number	SCQF level 4
IT	SCQF level 4
Problem Solving	SCQF level 4
Working with Others	SCQF level 4

Where candidates do not come with the existing Core Skills levels, it is recommended that the centre consider carrying out a Core Skills profile with a view to providing support in areas where it may be required.

5   Group Awards Structures

Both Group Awards adhere to the HN Design Principles outlined below:

Design Principles for HNCs and HNDs

♦ HNCs shall be designed to be at SCQF level 7 and shall comprise 96 SCQF credit points
♦ HNDs shall be designed to be at SCQF level 8 and shall comprise 240 SCQF credit points
♦ HNCs should incorporate at least 48 SCQF credit points at SCQF level 7
♦ HNDs should incorporate at least 64 SCQF credit points at SCQF level 8

Core Skills

♦ HNC and HND programmes shall incorporate opportunities for candidates to develop Core Skills
♦ HNCs and HNDs should clearly include opportunities for candidates to develop Core Skills to levels required by the occupations or progression pathways the HNs support. This would mean that all five Core Skills should be developed in every HN programme.

Mandatory section

♦ HNCs should include a mandatory section of at least at 48 SCQF credit points including a Graded Unit
♦ HNDs should include a mandatory section of at least 96 SCQF credit points, including Graded Units

Graded Units

♦ HNCs should include one Group Award Graded Unit of 8 SCQF credit points at SCQF level 7
♦ HNDs should include one Group Award Graded Unit of 8 SCQF credit points at SCQF level 7, plus 16 SCQF credit points of Graded Unit(s) at SCQF level 8

5.1 Framework

HNC Digital Media for Design and Print

Mandatory Units

Unit code	Unit title	SCQF credit points	SCQF level	Credit value
D7LW 34	Communication: Using Information Technology and Desktop Publishing	8	7	1
DF5Y 34	Desk Top Publishing	8	7	1
F0PP 34	Printing Production Processes	8	7	1
DE2W 34	Graphics for Creative Multimedia Design	16	7	2
FD69 34*	Digital Imaging	8	7	1
DW1C 34	CAD: Graphical Design	8	7	1
F0P9 34	Design for Print: Graphics	8	7	1
F314 34	Digital Media for Design and Print: Graded Unit 1	8	7	1

Optional (Mandatory) Units — Group 1

Candidates must take one credit (8 SCQF credit points) from the following:

Unit code	Unit title	SCQF credit points	SCQF level	credit value
H7TK 34*	Communication: Business Communication	8	7	1
H8T2 33*	Workplace Communication in English	8	6	1
H7MB 34*	Communication: Practical Skills	8	7	1

*Refer to History of Changes for revision changes.

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Optional Units — Group 2

Candidates must take a minimum of a further two credits (16 SCQF credit points) from the following:

Unit code	Unit title	SCQF credit points	SCQF level	credit value
F1V0 33	Publishing: Text Input and Proofreading	8	7	1
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)	8	7	1
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	8	7	1
DV69 34	Typography	16	7	2
DW6C 34	Photography: An Introduction	8	7	1
F0PK 34	Printing Industry: Production Planning and Control	8	7	1
DH4A 34	Marketing 1: Industry and Practice	8	7	1
DG40 34	Implementing Small Local Area Networks	8	7	1
F0PH 34	Printing Industry Estimating: An Introduction	8	7	1
DE3R 34	Personal Development Planning	8	7	1
HJ4W 34	Work Placement*	8	7	1
DG6E 34	Work Role Effectiveness	24	7	3
F84X 34*	IT in Business: Databases	8	7	1
H4JN 34	Composition and Motion Graphics*	8	7	1

*Refer to History of Changes for revision changes.

For a candidate to achieve the HNC Digital Media for Design and Print, they would require to attain all of the mandatory Units 72 SCQF credit points (9 SQA credits), and optional Units 24 SCQF credit points (3 SQA credits).

HND Digital Media for Design and Print

Mandatory Units

Unit code	Unit title	SCQF credit points	SCQF level	Credit value
D7LW 34	Communication: Using Information Technology and Desktop Publishing	8	7	1
DF5Y 34	Desk Top Publishing	8	7	1
F0PP 34	Printing Production Processes	8	7	1
DE2W 34	Graphics for Creative Multimedia Design	16	7	2
FD69 34*	Digital Imaging	8	7	1
DW1C 34	CAD: Graphical Design	8	7	1
F0P9 34	Design for Print: Graphics	8	7	1
F314 34	Digital Media for Design and Print: Graded Unit 1	8	7	1
F0P7 35	Colour for Display and Print	8	8	1
DE2P 35	Advanced Bitmap Graphics for Creative Multimedia Design	16	8	2
DF60 35	Internet: Web Development	16	8	2
F1V3 35	Design for Print: DTP for Magazine Production	8	8	1
F1V4 35	Design for Print: DTP for Newspaper Production	8	8	1
F316 35	Digital Media for Design and Print: Graded Unit 2	16	8	2

Optional (Mandatory) Units — Group 1

Candidates must take one credit (8 SCQF credit points) from the following:

Unit code	Unit title	SCQF credit points	SCQF level	Credit value
H7TK 34*	Communication: Business Communication	8	7	1
H8T2 33*	Workplace Communication in English	8	6	1
H7MB 34*	Communication: Practical Skills	8	7	1

*Refer to History of Changes for revision changes.

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Optional Units — Group 2

Candidates must take two to five credits (16-40 SCQF credit points) from the following:

Unit code	Unit title	SCQF credit points	SCQF level	Credit value
F1V0 33	Publishing: Text Input and Proofreading	8	7	1
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)	8	7	1
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	8	7	1
DV69 34	Typography	8	7	2
DW6C 34	Photography: An Introduction	8	7	1
F0PK 34	Printing Industry: Production Planning and Control	8	7	1
DH4A 34	Marketing 1: Industry and Practice	8	7	1
DG40 34	Implementing Small Local Area Networks	8	7	1
F0PH 34	Printing Industry Estimating: An Introduction	8	7	1
DE3R 34	Personal Development Planning	8	7	1
HJ4W 34	Work Placement*	8	7	1
DG6E 34	Work Role Effectiveness	24	7	3
F84X 34*	IT in Business: Databases	8	7	1

*Refer to History of Changes for revision changes.

Optional Units — Group 3

Candidates must take a minimum of a further six credits (48 SCQF credit points) and a maximum of nine credits (72 SCQF credit points) from the following:

Unit code	Unit title	SCQF credit points	SCQF level	Credit value
DE2R 35	Advanced Vector Graphics for Creative Multimedia Design	16	8	2
D75W 34	Multimedia: Developing Multimedia Applications	16	7	2
F1V1 35	Design for Print: Advanced Typography for DTP	8	8	1
F1V2 35	Design for Print: Automated Digital Workflows for Pre-Press	8	8	1
F1V6 35	Digital Output Systems	8	8	1
F1V5 35	Design for Print: Packaging	8	8	1
F0PA 35	Digital Printing Systems	8	8	1
DE2N 35	3D Modelling and Animation	16	8	2
DE1Y 35	Business Information Management	8	8	1
DH8K 35	Law and the Communication Industries	8	8	1
F0PG 35	Print Origination and Image Capture	8	8	1
D7XK 35	Editing and Proof-reading	8	8	1
F1TF 35*	Composition and Motion Graphics Advanced	8	7	1
H4JN 34	Composition and Motion Graphics*	8	7	1

*Refer to History of Changes for revision changes.

For candidates to achieve the HND Digital Media for Design and Print, they require to attain all of the mandatory Units worth 144 SCQF credit points (18 credits) and selected optional Units worth 96 SCQF credit points (12 credits).

Graded Units

The purpose of Graded Units is to assess the candidate's ability to integrate and apply the knowledge and/or skills gained in the individual HN Units to demonstrate that they have met the principal aims of the Group Award, and grade candidate achievement.

For HNC, the choice of a project-based Graded Unit in the form of a practical assignment has been chosen. This reflects the practical nature of the industry and the importance of bringing together problem solving and planning skills, as well as the practical competencies required to operate within the various areas of the printing industry.

For HND, the choice of a project-based Graded Unit in the form of a practical assignment has been chosen. This reflects the practical nature of the industry and the importance of bringing together problem solving and planning skills, the practical competences required to operate within the various areas of the printing industry, as well as the multimedia skills required to operate within a wider range of publishing media.

The Core Skills which will be developed in the Group Awards are shown below. A full Core Skills mapping is shown in Section 6.6.

Table 2 — Core Skills Exit level

HNC Exit level

Core Skill	Components	Exit level
Communication	♦ Oral Communication ♦ Written Communication	Both components at SCQF level 6
Numeracy	♦ Using Graphical Information ♦ Using Number	Both components at SCQF level 5
IT	♦ Using Information Technology	SCQF level 6
Problem Solving	♦ Critical Thinking ♦ Planning and Organising ♦ Reviewing and Evaluating	All components at SCQF level 5
Working with Others	♦ Working with Others	SCQF level 5

Candidates leaving with the HNC Digital Media for Design and Print will have achieved certificated progression in four Core Skill areas: *Communication*, *Problem Solving*, *Working with Others* and *Information Technology,* while *Numeracy* will be developed but not embedded.

HND Exit level

Core Skill	Components	Exit level
Communication	♦ Oral Communication ♦ Written Communication	Both components at SCQF level 6
Numeracy	♦ Using Graphical Information ♦ Using Number	Both components at SCQF level 5
IT	♦ Using Information Technology	SCQF level 6
Problem Solving	♦ Critical Thinking ♦ Planning and Organising ♦ Reviewing and Evaluating	All components certificated at SCQF level 6
Working with Others	♦ Working with Others	SCQF level 6

Candidates leaving with the HND Digital Media for Design and Print will have achieved certificated progression in four Core Skill areas: *Communication*, *Problem Solving*, *Working with Others* and *Information Technology*, while *Numeracy* will be developed but not embedded.

In addition to the recognised Core Skills, these Group Awards require candidates to be able to manage their time and plan their activities. These skills are developed throughout the Group Awards and in particular are apparent in the Units which have embedded *Problem Solving*. For further information, please see Section 6.6.

The Graded Units in these Group Awards are Projects. This form of assessment will enable candidates to develop their planning, organising and evaluation skills within given timelines. Based on the feedback from the market research it was agreed that this was the most appropriate way of testing the integration of knowledge and skills.

5.2   Mapping information

The mandatory Units have been mapped to the aims of the Group Awards. The following table identifies how these aims are met by individual Units.

Table 3 —   The mapping of mandatory Units to the aims of the Group Awards

The relationship of the HNC mandatory Units to the stated *a*ims

Unit code	Unit title	General aims	Specific aims
DF5Y 34	Desk Top Publishing	1, 2, 3, 5, 7	8, 9, 10, 11
DV60 34	Digital Imaging	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11
DE2W 34	Graphics for Creative Multimedia Design	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11
F0PP 34	Printing Production Processes	2, 3, 6, 7	8, 9, 10, 11
DW1C 34	CAD: Graphical Design	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11
F0P9 34	Design for Print: Graphics	1, 2, 3, 6, 7	8, 9, 10, 11
D7LW 34	Communication: Using Information Technology and Desktop Publishing	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11
F314 34	Digital Media for Design and Print: Graded Unit 1	1, 2, 3, 4, 5, 6, 7	8, 9, 10, 11

The relationship of the HND mandatory Units to the stated aims

Unit code	Unit title	General aims	Specific aims
DE2P 35	Advanced Bitmap Graphics for Creative Multimedia Design	12, 13, 14, 15, 17, 18	19, 20, 21, 22, 23
FIV3 35	Design for Print: DTP for Magazine Production	12, 13, 14, 15, 16, 17, 18	19, 20, 21, 22, 23
F1V4 35	Design for Print: DTP for Newspaper Production	12, 13, 14, 15, 16, 17, 18	19, 20, 21, 22, 23
F0P7 35	Colour for Display and Print	13, 14, 17, 18	19, 20, 21, 22, 23
DF60 35	Internet: Web Development	12, 13, 14, 16, 17, 18	22, 23
F316 35	Digital Media for Design and Print: Graded Unit 2	12, 13, 14, 15, 16, 17, 18	19, 20, 21, 22, 23

The SVQ in Printing provides for several alternative specialist production areas: machine printing, mechanised print finishing and binding, hand binding and pre-press. A group of mandatory Units are common to the four specialist training plans. Each training plan has further specialist mandatory Units and optional Units. There is no equivalent scheme operating in Scotland for administrative trainees.

The following table indicates the linkages between the SVQ and the HNC/HND Digital Media for Design and Print. There are no direct linkages with many of the multimedia Units and the Graded Units, however the detailed knowledge and practical involvement in the production processes during the SVQ course will be most valuable for candidates progressing via this route to the HNC/HND Digital Media for Design and Print.

Table 4 — Mapping of SVQ Printing to HNC/HND Units

SVQ Mandatory Common Units		HNC/HND Printing Units		Mandatory or Optional	Outcome
D6RG 04	Develop Yourself in your Job	F0PP 34	Printing Production Processes	M	1, 2, 3
D1HW 04	Support the Efficient Use of Resources	FOPK 34	Printing Industry: Production Planning and Control	O	1, 2, 3
SVQ Mandatory Units Pre–Press		**Proposed HNC/HND Digital Media for Design and Print**		**Mandatory or Optional**	**Outcome**
D6SH 04	Plan Your Work to Meet Production Order Requirements	*F0PK 34*	*Printing Industry: Production Planning and Control*	O	1, 2, 3
B36R 04	Plan Image Production	F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	M	2, 3
D6NV 04	Agree Customer's Requirements and Design Specifications	F0PP 34	Printing Production Processes	M	1, 2, 3
		F1V5 35	Design for Print: Packaging	O	1, 2, 3
SVQ Optional Units Pre–Press		**HNC/HND Digital Media for Design and Print**		**Mandatory or Optional**	**Outcome**
D6RR 04	Make Plates for Lithographic Printing	F0PP 34	Printing Production Processes	M	1
D6T6 04	Produce Digital Images for Printing	F0PA 35	Digital Printing Systems	O	1, 2, 3
		DW1C 34	CAD: Graphical Design	M	1, 2, 3
		F0P9 34	Design for Print: Graphics	M	3
		F1V5 35	Design for Print: Packaging	O	1, 2, 3
D6T2 04	Produce and Assess Digital Proofs	F0PA 35	Digital Printing Systems	O	2, 3
		F1V6 35	Digital Output Systems	O	1, 2, 3

SVQ Optional Units Pre–Press	HNC/HND Digital Media for Design and Print	Mandatory or Optional	Outcome
D6RX 04 Operate Electronic Make-up Systems	D7LW 34 Communication: Using Information Technology and Desktop Publishing	M	1, 2, 3
	F0P8 34 Design for Print: Digital Workflows and Desktop Publishing	M	2, 3
	DF5Y 34 Desktop Publishing	M	1
	F1V3 35 Design for Print: DTP for Magazine Production	M	1, 2, 3
	F0P8 34 Design for Print: Digital Workflows and Desktop Publishing	O	1, 2, 3
D6T404 Produce Computer-generated Image Carriers	D7LW 34 Communication: Using Information Technology and Desktop Publishing	M	1, 2, 3
	F0P8 34 Design for Print: Digital Workflows and Desktop Publishing	M	2, 3
	DF5Y 34 Desk Top Publishing	M	1
	F1V3 35 Design for Print: DTP for Magazine Production	M	1, 2, 3
	F0P8 34 Design for Print: Digital Workflows and Desktop Publishing	O	1, 2, 3

5.3 Articulation, professional recognition and credit transfer

Articulation from HNC Digital Media for Design and Print to HND Digital Media for Design and Print

Candidates completing the 96 SCQF credit points (12 SQA credits) for the HNC Digital Media for Design and Print can articulate to the HND Digital Media for Design and Print on completion of a further 24 SCQF credit points (3 SQA credits) from the HND Digital Media for Design and Print framework.

Articulation from HND Digital Media for Design and Print to degree study

The programme may be used to access the articulation routes agreed with the University of Paisley into Year 3 BA Multimedia Technology. This is dependant on the following Optional Units being taken:

♦ F1V7 34   *From Print to Internet: Content Repurposing;*
♦ D75W 34   *Multimedia: Developing Multimedia Applications*;
♦ DE2N 35   *3D Modelling and Animation.*

There are also opportunities to progress to the second or third year of degree courses at a variety of other universities, however candidates would have to check with receiving institutions on exact articulation requirements.

Articulation from related Group Awards to HND Digital Media for Design and Print

(a)   It is recommended that current candidates, whether part-time or full-time who are in the process of undertaking the Group Awards of HNC/HND Digital Media for Publishing and Print developed using 1988 design rules complete this HNC or HND rather than switching to the revised Group Awards.

However there may be occasions when it is not possible for candidates to complete the Group Awards developed using the 1988 design principles, eg where they were unable to complete their studies due to ill health or difficulties with their employer, and where the centre has gone on to offer the revised Group Award and only one or two Units need to be completed from the Group Awards developed using the 1988 design principles. In these cases it is recommended that the candidate is kept on the original Group Award but given credit transfer from a revised Unit developed under the 2003 design principles to a Unit developed under the 1988 design rules. This would mean the candidate would be taught and assessed using the revised Unit but would be entered for the Unit developed under the 1988 design rules. In these circumstances centres must check that the framework and Units are still current and have not lapsed. Under the 1988 design rules, candidates must be offered the opportunity to achieve merit in all Units. If there is broad equivalence between the Units (as laid out in the table provided) then the merit statement for the Unit developed under the 1988 rules should be scrutinised to ascertain whether it could be applied to the evidence generated from the Unit developed under the 2003 design principles. If the merit statement can be applied, then centres could teach and assess the Unit devised under the 2003 design principles but register candidates for the Unit developed under the 1988 design rules. The following suggested Credit Transfer arrangements be considered.

The table below indicates which Units have been identified as suitable for credit transfer. These have been approved by an SQA External Verifiers.

Old Unit code	Old Unit title	Revised Unit code	Revised Unit title	Comments
A6TM 04	Typography for DTP	DV69 34	Typography	
A6SW 04	Introduction to Desktop Publishing Techniques	D7LW 34 DF5Y 34	Communication: Using Information Technology and Desktop Publishing Desktop Publishing	Top up required for Outcome 1 re: word processing
D3C8 04	Text Input for Print Origination	F1V0 33	Publishing: Text Input and Proofreading	
D4PL 04	Introduction to Print Production Processes	F0PP 34	Printing Production Processes	
A6SV 34	Desktop Publishing Applications: Media	DF5Y 34 F1V3 35	Desk Top Publishing Design for Print: DTP for Magazine Production	
D3C9 04	Image Scanning Techniques	F0PG 35	Print Origination and Image Capture	
D5P3 34	Communication: Presenting Complex Communication for Vocational Purposes	DE3N 34	Communication: Analysing and Presenting Complex Communication	Top-up required for Outcome 1 to make a full credit transfer due to the Core Skills included in the new Unit
A6RT 04	Editing and Proof Reading	D7XK 35	Editing and Proof-reading	

It is not possible for any candidate holding an HNC developed using the 1988 design rules to use the Group Award as a direct equivalent to the revised HNC Digital Media for Design and Print, and thus articulate to the revised HND Digital Media for Design and Print holding 12 credits. It will be possible to provide some transitional arrangements for these candidates using individual Unit credit transfer, but Graded Unit 1 for HNC Digital Media for Design and Print will have to be taken together with other Units for which equivalence is not possible.

Only some of the Units in the original HNC/HND and the revised HND Digital Media for Design and Print have been identified as suitable for credit transfer. These are identified in the table above. Any additional Credit Transfer decisions made by Internal Verifiers must be endorsed by the centre's Quality Assurance team and SQA External Verifiers. A programme should then be devised to suit candidates' needs and this will depend on the Units completed. Where possible, flexible learning arrangements should be put in place to assist candidates during the period of transition.

All candidates should be advised of the transitional arrangements by the course tutor and provided with individual plans for completion.

The above transitional arrangements are only available for candidates who require to use credits from the HNC developed using the 1988 design rules towards the revised HNC/HND Digital Media for Design and Print.

6 Approaches to delivery and assessment

This programme and its component Units should be as flexible as possible in respect of delivery pattern and mode of attendance subject to applicants meeting individual Unit access criteria. This guidance applies both in terms of entry and to attendance, the over-riding criteria being that of reasonable expectation of successful completion of the Group Award or of agreed component parts.

6.1 Possible full-time pattern of delivery

The full-time programme of delivery suggested in the following tables show how skills are built up during the Group Awards and eventually integrated into the Graded Units. These guides are based on a three block year. This enables the candidate to use the knowledge and skills developed throughout the Units to best effect in the Graded Units.

Table 5 — HNC/HND full-time delivery schedule

HNC Digital Media for Design and Print delivery schedule

Unit code	Unit title	Mandatory/ Optional	Year	Block
F0P9 34	Design for Print: Graphics	Mandatory	1	1
DV60 34	Digital Imaging	Mandatory	1	1
DF5Y 34	Desk Top Publishing	Mandatory	1	1
F0PP 34	Printing Production Processes	Mandatory	1	1
DW1C 34	CAD: Graphical Design	Mandatory	1	2
D7LW 34	Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
DE2W 34	Graphics for Creative Multimedia Design (double credit)	Mandatory	1	2/3
F314 34	Digital Media for Design and Print: Graded Unit 1	Mandatory	1	3

Unit code	Unit title	Mandatory/ Optional	Year	Block
H7TK 34*	Communication: Analysing and Presenting Complex Communication	Optional	1	2
H8T2 33*	Workplace Communication in English	Optional	1	2
H7MB 34*	Communication: Practical Skills	Optional	1	2

Unit code	Unit title	Mandatory/ Optional	Year	Block
DV69 34	Typography	Optional	1	1
F1V0 33	Publishing: Text Input and Proofreading	Optional	1	1
DE3R 34	Personal Development Planning	Optional	1	1
DV0M 34	Work Experience	Optional	1	1
F0PH 34	Printing Industry Estimating: An Introduction	Optional	1	2
DW6C 34	Photography: An Introduction	Optional	1	2
DH4A 34	Marketing 1: Industry and Practice	Optional	1	2

Arrangements Document: HNC Digital Media for Design and Print (G8VH 15) and HND Digital Media for Design and Print (G8VJ 16)

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HND Digital Media for Design and Print delivery schedule — Year 1

Unit code	Unit title	Mandatory/ Optional	Year	Block
F0P9 34	Design for Print: Graphics	Mandatory	1	1
DV60 34	Digital Imaging	Mandatory	1	1
DF5Y 34	Desk Top Publishing	Mandatory	1	1
F0PP 34	Printing Production Processes	Mandatory	1	1
DW1C 34	CAD: Graphical Design	Mandatory	1	2
D7LW 34	Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
DE2W 34	Graphics for Creative Multimedia Design (double credit)	Mandatory	1	2/3
F314 34	Digital Media for Design and Print: Graded Unit 1	Mandatory	1	3

Unit code	Unit title	Mandatory/ Optional	Year	Block
H7TK 34*	Communication: Analysing and Presenting Complex Communication	Optional	1	2
H8T2 33*	Workplace Communication in English	Optional	1	2
H7MB 34*	Communication: Practical Skills	Optional	1	2

Unit code	Unit title	Mandatory/ Optional	Year	Block
DV69 34	Typography	Optional	1	1
F1V0 33	Publishing: Text Input and Proofreading	Optional	1	1
DV0M 34	Work Experience	Optional	1	1
DE3R 34	Personal Development Planning	Optional	1	1
F0PH 34	Printing Industry Estimating: An Introduction	Optional	1	2
DW6C 34	Photography: An Introduction	Optional	1	2
DH4A 34	Marketing 1: Industry and Practice	Optional	1	2
DG40 34	Implementing Small Local Area Networks	Optional	1	2
DG6E 34	Work Role Effectiveness (triple credit)	Optional	1	3
DE1N 34	IT in Buiness — Databases	Optional	1	3
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)	Optional	1	3
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	Optional	1	3
F0PK 34	Printing Industry: Production Planning and Control	Optional	1	3

HND Digital Media for Design and Print delivery schedule — Year 2

Unit code	Unit title	Mandatory/ Optional	Year	Block
F1V4 35	Design for Print: Desktop Publishing for Newspaper Production	Mandatory	2	1
F0P7 35	Colour for Display and Print	Mandatory	2	1
F1V3 35	Design for Print: Desktop Publishing for Magazine Production	Mandatory	2	2
DF60 35	Internet: Web Development (Double)	Mandatory	2	2
F316 35	Digital Media for Design and Print: Graded Unit 1 (double credit)	Mandatory	2	3
DE2P 35	Advanced Bitmap Graphics for Creative Multimedia Design (Double)	Mandatory	2	3

Unit code	Unit title	Mandatory/ Optional	Year	Block
F1V1 35	Design for Print: Advanced Typography for Desktop Publishing	Optional	2	1
F1V6 35	Digital Output Systems	Optional	2	1
F1V5 35	Design for Print: Packaging	Optional	2	1
DE1Y 35	Business Information Management	Optional	2	1
F0PG 35	Print Origination and Image Capture	Optional	2	1
D7XK 35	Editing and Proof Reading	Optional	2	2
F0PA 35	Digital Printing Systems	Optional	2	2
D75W 34	Multimedia: Developing Multimedia Applications (Double)	Optional	2	2
F1V2 35	Design for Print: Automated Digital Workflows for Pre-Press	Optional	2	2
DE2N 35	3D Modelling and Animation (double credit)	Optional	2	3
DE2R 35	Advanced Vector Graphics for Creative Multimedia Design (Double)	Optional	2	3
DH8K 35	Law and the Communication Industries	Optional	2	3

6.2   Possible part-time pattern of delivery

Candidates enrolled in a part-time course of study are likely to undertake six Units per year to complete the HNC Digital Media for Design and Print. The following table indicates a possible delivery pattern.

Table 6 — HNC part-time delivery schedule

HNC Printing Year 1 delivery schedule — part-time

Unit code and title		Mandatory/Optional	Year	Block
F0PP 34	Printing Production Processes	Mandatory	1	1
F0P9 34	Design for Print: Graphics	Mandatory	1	1
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	Mandatory	1	2
D7LW 34	Communication: Using Information Technology and Desktop Publishing	Mandatory	1	2
DV60 34	Digital Imaging	Mandatory	1	3
DW1C 34	CAD: Graphical Design	Mandatory	1	3

HNC Printing Year 2 delivery schedule — part-time

Unit code and title		Mandatory/Optional	Year	Block
DE2W 34	Graphics for Creative Multimedia Design (Double)	Mandatory	2	1/2
Choice of Options*		Optional	2	1
Choice of Options*		Optional	2	2
Choice of Options**		Optional	2	3
F316 35	Digital Media for Design and Print: Graded Unit 1	Mandatory	2	3

*From:

DV69 34	Typography
F1V0 33	Publishing: Text Input and Proofreading
DE3R 34	Personal Development Planning
DV0M 34	Work Experience
F0PH 34	Printing Industry Estimating: An Introduction
DW6C 34	Photography: An Introduction
DH4A 34	Marketing 1: Industry and Practice
DG40 34	Implementing Small Local Area Networks
DG6E 34	Work Role Effectiveness (Triple)
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)
DE1N 34	IT in Business — Databases
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing
F0PK 34	Printing Industry: Production Planning and Control

**From:

DE3N 34	Communication: Analysing and Presenting Complex Communication
DE1K 33	Workplace Communication in English
D77G 34	Communication: Practical Skills

It is envisaged that any candidates wishing to continue their studies to gain the HND Digital Media for Design and Print would complete the remaining 144 SCQF credit points on an infill basis.

6.3 Delivery of the Graded Unit

The Graded Units in the Group Awards are projects and need a different approach to delivery from that taken for the other Units in the frameworks. The Graded Units are designed to develop the candidate's skills in terms of independent planning, development and evaluation. Ideally there should be a structure in place where the candidate will experience similar tasks, either in the form of formative assessments or in project based approaches, taken in other contributing Units. Candidates should be given dates along the time spans of the Graded Units that link to specific tasks. The tutor can then monitor the volume and quality of the work, give guidance on any restructuring of work needed and give the candidate one-to-one feedback on their progress.

An important aspect of the delivery and assessment of these Group Awards is the work of a Course Team. The Course Team may want to meet a minimum of three times a year to identify any problems involved in delivery, extra support needed and any corrective action required. Throughout delivery of the Units, reference should be made to the Graded Units. It is hoped that this will encourage an overarching approach to the delivery of the Graded Units and will encourage candidates to integrate the knowledge and skills gained from each of the constituent Units.

It is envisaged that the delivery of the *Graded Unit 1: Digital Media for Design and Print* would take place in block three, in full-time provision, as key skills acquired in the contributory Units would be covered in blocks one and two. By the time candidates have completed all mandatory Units in block one and two they will also have developed their skills in managing time and oral and written communication.

In the case of discrete part-time provision, the Graded Unit would run at the end of the Group Award in block three in year two.

It is envisaged that the delivery of the *Graded Unit 2: Digital Media for Design and Print* would take place in block three, in full-time provision, as key skills acquired in the contributory Units would be covered in year one and blocks one and two of year two. The Graded Unit 2 is 16 SCQF credit points (2 SQA credits) and should be timetabled accordingly.

6.4 Open Learning

Full details on the suitability of individual Units for open learning are contained in each individual Unit specification. Some of the workshop-based Units in the Digital Media for Design and Print Group Awards may not lend themselves to open learning. The following table shows which Units or Outcomes within Units may or may not be appropriate for open learning:

HNC/HND Digital Media for Design and Print

Unit code	Unit title	Open Learning
F0P9 34	Design for Print: Graphics	y*
DV60 34	Digital Imaging	y
DF5Y 34	Desk Top Publishing	y*
F0PP 34	Printing Production Processes	n
DW1C 34	CAD: Graphical Design	y*/**
D7LW 34	Communication: Using Information Technology and Desktop Publishing	y
DE2W 34	Graphics for Creative Multimedia Design	y*
F314 34	Digital Media for Design and Print: Graded Unit 1	
DE3N 34	Communication: Analysing and Presenting Complex Communication	Outcomes 1, 2 — y Outcome 3 — y*
DE1K 33	Workplace Communication in English	Outcomes 1,2 — y Outcome 3 — y*
D77G 34	Communication: Practical Skills	Outcomes 1, 2 — y Outcome 3 — y*
DV69 34	Typography	y
F1V0 33	Publishing: Text Input and Proofreading	y**
DE3R 34	Personal Development Planning	n
F0PH 34	Printing Industry Estimating: An Introduction	y*
DW6C 34	Photography: An Introduction	y*
DH4A 34	Marketing 1: Industry and Practice	y
DG40 34	Implementing Small Local Area Networks	n
DG6E 34	Work Role Effectiveness	y
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)	y**
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing	y**
F0PK 34	Printing Industry: Production Planning and Control	y
DV0M 34	Work Experience	y
DE1N 34	IT in Business — Databases	y
F1V4 35	Design for Print: DTP for Newspaper Production	y**
F0P7 35	Colour for Display and Print	y**
F1V3 35	Design for Print: DTP for Magazine Production	y**
DF60 35	Internet: Web Development	y*
F316 35	Digital Media for Design and Print: Graded Unit 2	
DE2P 35	Advanced Bitmap Graphics for Creative Multimedia Design	y*
F1V1 35	Design for Print: Advanced Typography for DTP	y**
F1V6 35	Digital Output Systems	y*
F1V5 35	Design for Print: Packaging	y*
DE1Y 35	Business Information Management	y

Unit code	Unit title	Open Learning
F0PG 35	Print Origination and Image Capture	y**
D7XK 35	Editing and Proof-reading	y
F0PA 35	Digital Printing Systems	y**
D75W 34	Multimedia: Developing Multimedia Applications	y*
F1V2 35	Design for Print: Automated Digital Workflows for Pre-Press	y**
DE2N 35	3D Modelling and Animation	y*
DE2R 35	Advanced Vector Graphics for Creative Multimedia Design	y*
DH8K 35	Law and the Communication Industries	y*

*Planning required for authentication

**Access to specific hardware/software required

Further information and advice can be obtained from the publication *Assessment and Quality Assurance of Open and Distance Learning*.

6.5 E-learning and e-assessment

There will be opportunities for elements of the teaching materials and some formative and summative assessments to be delivered by electronic means. The prevalence of Information Technology in pre-press is reflected in the course frameworks. Some Units are particularly suited to various forms of electronic delivery and include the following Units:

Unit code	Unit title
D7LW 34	Communication: Using Information Technology and Desktop Publishing
DF5Y 34	Desk Top Publishing
DE2W 34	Graphics for Creative Multimedia Design
DV60 34	Digital Imaging
DW1C 34	CAD: Graphical Design
F0P9 34	Design for Print: Graphics
F0P7 35	Colour for Display and Print
DE2P 35	Advanced Bitmap Graphics for Creative Multimedia Design
DF60 35	Internet: Web Development
F1V3 35	Design for Print: DTP for Magazine Production
F1V4 35	Design for Print: DTP for Newspaper Production
DE3N 34	Communication: Analysing and Presenting Complex Communication
F1V0 33	Publishing: Text Input and Proofreading
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing
DV69 34	Typography
F0PK 34	Printing Industry: Production Planning and Control
DE1N34	IT in Business — Databases
DE2R 35	Advanced Vector Graphics for Creative Multimedia Design
D75W 34	Multimedia: Developing Multimedia Applications
F1V1 35	Design for Print: Advanced Typography for DTP

Unit code	Unit title
F1V2 35	Design for Print: Automated Digital Workflows for Pre-Press
F1V5 35	Design for Print: Packaging
DE2N 35	3D Modelling and Animation
F0PG 35	Print Origination and Image Capture

Formative and summative assessments based on VLEs are recommended for use with these Group Awards, but should be used where they will enhance the learning experience. The increasing use of technology in the content of these Group Awards lends itself to the use of more technology in the approaches to delivery.

Centres who wish to use e-learning or e-assessment to deliver this qualification should ensure that candidates have the necessary ICT and ILT facilities and support mechanisms, for example, access to discussion forums and e-mail for candidates. Delivery of parts of Units in this way would not alter the sequence of delivery already suggested above.

6.6   Core Skills

Core Skills and their development are signposted, embedded or delivered through dedicated Units throughout the Group Awards. A summary of the suggested entry level and exit levels are given in Sections 4 and 5.1. A full Core Skills mapping is shown below:

Table 7 — Core Skills mapping

HNC/HND Digital Media for Design and Print

S for signposted   **E** for embedded

Unit code	Unit title	Written Communication	Oral Communication	Using Graphical Information	Using Number	Using Information Technology	Problem Solving: Critical Thinking	Problem Solving: Planning & Organising	Problem Solving: Reviewing & Evaluating	Working with Others
DV60 34	Digital Imaging					SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	
DW1C 34	CAD: Graphical Design	SCQF level 6 S				SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	
D7LW 34	Communication: Using Information Technology and Desktop Publishing					SCQF level 5 E				
F0P9 34	Design for Print: Graphics					SCQF level 5 S				
F0PP 34	Printing Production Processes									SCQF level 5 E
DE3N 34	Communication: Analysing and Presenting Complex Communication	SCQF level 6 E	SCQF level 6 E							

Unit code	Unit title	Written Communication	Oral Communication	Using Graphical Information	Using Number	Using Information Technology	Problem Solving: Critical Thinking	Problem Solving: Planning & Organising	Problem Solving: Reviewing & Evaluating	Working with Others
DE1K 33	Workplace Communication in English	SCQF level 5 E	SCQF level 5 E							
D77G 34	Communication: Practical Skills	SCQF level 6 E	SCQF level 6 E							
F1V0 33	Publishing: Text Input and Proofreading					SCQF level 5 S				
F0P8 34	Design for Print: Digital Workflows and Desktop Publishing					SCQF level 6 S				
F1V7 34	Print to Internet: Content Repurposing (Cross-Media Production)					SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	
DW6C 34	Photography: An Introduction		SCQF level 6 S			SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	
DE1N 34	IT in Business: Databases					SCQF level 5 S				

Unit code	Unit title	Written Communication	Oral Communication	Using Graphical Information	Using Number	Using Information Technology	Problem Solving: Critical Thinking	Problem Solving: Planning & Organising	Problem Solving: Reviewing & Evaluating	Working with Others
F0PK 34	Print Industry: Production Planning and Control			SCQF level 5 S	SCQF level 5 S					
F0PH 34	Printing Industry Estimating: An Introduction			SCQF level 5 S	SCQF level 5 S	SCQF level 5 S				
F314 34	Digital Media for Design and Print: Graded Unit 1						SCQF level 5 E	SCQF level 5 E	SCQF level 5 E	
F316 35	Digital Media for Design and Print: Graded Unit 2						SCQF level 6 E	SCQF level 6 E	SCQF level 6 E	
DV69 34	Typography	SCQF level 6 S	SCQF level 6 S				SCQF level 6 S	SCQF level 6 S	SCQF level 6 S	SCQF level 6 S
F0PG 35	Print Origination and Image Capture					SCQF level 5 S				
F0P7 35	Colour for Display and Print	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S				
D75W 34	Multimedia: Developing Multimedia Applications						SCQF level 5 S			
F0PA 35	Digital Printing Systems					SCQF level 6 S				

Unit code	Unit title	Written Communication	Oral Communication	Using Graphical Information	Using Number	Using Information Technology	Problem Solving: Critical Thinking	Problem Solving: Planning & Organising	Problem Solving: Reviewing & Evaluating	Working with Others
F1V6 35	Digital Output Systems					SCQF level 5 S				
F1V1 35	Design for Print: Advanced Typography for DTP	SCQF level 5 S				SCQF level 5 S				
F1V5 35	Design for Print: Packaging					SCQF level 5 S				
F1V4 35	Design for Print: DTP for Newspaper Production					SCQF level 5 S				
F1V3 35	Design for Print: DTP for Magazine Production	SCQF level 5 S				SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	
F1V2 35	Design for Print: Automated Digital Workflows for Pre-Press					SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	SCQF level 5 S	

S for signposted **E** for embedded

6.7   Resource requirements

Resource requirements will vary depending on the options offered by each centre. All centres will require to have resources to deal with pre-press, graphic design, multimedia, web design, 3D animation, print management, digital and traditional press and print finishing processes and will also need stocks of materials, workshop machinery, computing facilities and specialist software.

Staff development requirements will vary from centre to centre, but staff are likely to have knowledge and skills in the following:

♦   Pre-press/design systems and software, including computer to plate, colour proofing, desktop publishing, image manipulation, vector drawing, colour management and digital workflows.
♦   Multimedia systems and software, including 2D animation, 3D animation and web development.
♦   Print management processes and software, including management information systems.
♦   Printing systems, encompassing multicolour commercial printing presses, digital printing, densitometry and spectrophotometry.
♦   Print finishing systems, including hand and mechanical binding.

Workshop equipment required for the Group Awards includes:

♦   Computer facilities with pre-press/design software
♦   Computer facilities with web development software
♦   Computer facilities with 2D animation software
♦   Computer facilities with 3D animation software
♦   Computer facilities with an MIS system
♦   Colour management systems and software
♦   Digital proofing facilities
♦   Digital printing equipment
♦   Computer to Plate facilities
♦   Densitometers and spectrophotometers
♦   Multi-colour litho printing presses
♦   Mechanical binding equipment, including saddle and perfect binding systems
♦   Mechanical finishing, including programmable guillotine and folding equipment

6.8   Assessment schedule

An indication of the likely time of delivery and assessment for the mandatory Units of the Group Awards is given in section 6.3. Where there are opportunities for integration between Units these should be taken, but it is likely that the integration of assessment will take place within, rather than between Units. This approach would enable those following a part-time course of study to in-fill into a full-time course.

A full assessment schedule for the Group Awards is shown below:

Table 8 — Digital Media for Design and Print HNC/HND: Assessment Schedule

HNC Assessment Schedule

Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	Status
F0P9 34 Design for Print: Graphics			x				x			x																								
DV60 34 Digital Imaging									x		x																							
DF5Y 34 Desk Top Publishing										x																								
F0PP 34 Printing Production Processes				x				x			x																							**Mandatory Units**
DW1C 34 CAD: Graphical Design														x							x													
D7LW 34 Communication: Using Information Technology and Desktop Publishing													x				x				x													
DE2W 34 Graphics for Creative Multimedia Design (double credit)															x					x							x				x			
F314 34 Digital Media for Design and Print: Graded Unit 1																										x					x		x	
																																		Optional Units
DE3N 34 Communication: Analysing and Presenting Complex Communication															x			x			x													**Candidates must**
DE1K 33 Workplace Communication in English															x				x		x													**take 8 SCQF credit**
D77G 34 Communication: Practical Skills															x			x			x													**points from these options**
DV69 34 Typography (double credit)			x							x											x													
F1V0 33 Publishing: Text Input and Proofreading				x			x				x																							
DE3R 34 Personal Development Planning	x					x				x																								
F0PH 34 Printing Industry Estimating: An Introduction																x					x													
DW6C 34 Photography: An Introduction														x					x		x													**Optional Units**
DH4A 34 Marketing 1: Industry and Practice														x			x					x												**Candidates must**
DG40 34 Implementing Small Local Area Networks														x						x		x												**take 16 SCQF**
DG6E 34 Work Role Effectiveness (Triple)																										x			x				x	**credit points from**
F1V7 34 Print to Internet: Content Repurposing (Cross-Media Production)																														x		x		**these options**
F0P8 34 Design for Print: Digital Workflows and Desktop Publishing																										x		x					x	
F0PK 34 Printing Industry: Production Planning and Control																											x		x				x	
DV0M34 Work Experience																On Demand																		

Digital Media for Design and Print HND: Assessment Schedule – Year 1

Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	Status
					Block 1										Block 2											Block 3								
F0P9 34 Design for Print: Graphics			x				x			x																								
DV60 34 Digital Imaging									x		x																							
DF5Y 34 Desk Top Publishing									x																									
F0PP 34 Printing Production Processes				x			x			x																								
DW1C 34 CAD: Graphical Design														x							x													
D7LW 34 Communication: Using Information Technology and Desktop Publishing													x			x				x														
DE2W 34 Graphics for Creative Multimedia Design (double credit)															x					x							x				x			**Mandatory Units**
F314 34 Digital Media for Design and Print: Graded Unit 1																									x						x		x	
DE3N 34 Communication: Analysing and Presenting Complex Communication															x			x			x													**Optional Units Candidates must take 8 SCQF credit points from these options:**
DE1K 33 Workplace Communication in English															x				x		x													
D77G 34 Communication: Practical Skills															x			x			x													
DV69 34 Typography (double credit)			x							x											x													
F1V0 33 Publishing: Text Input and Proofreading				x			x				x																							
DE3R 34 Personal Development Planning		x				x				x																								
F0PH 34 Printing Industry Estimating: An Introduction																	x				x													**Optional Units Candidates must take a minimum of 16 SCQF credit points and a maximum of 40 SCQF credit points from these options**
DW6C 34 Photography: An Introduction														x					x		x													
DH4A 34 Marketing 1: Industry and Practice														x			x					x												
DG40 34 Implementing Small Local Area Networks														x						x		x												
DG6E 34 Work Role Effectiveness (triple credit)																									x				x				x	
F1V7 34 Print to Internet: Content Repurposing (Cross-Media Production)																												x		x				
F0P8 34 Design for Print: Digital Workflows and Desktop Publishing																									x			x					x	
F0PK 34 Printing Industry: Production Planning and Control																										x			x				x	
DV0M 34 Work Experience																On Demand																		

HND Digital Media for Design and Print Assessment Schedule — Year 2

Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	Status
F1V4 35 Design for Print: Desktop Publishing for Newspaper Production			x		x				x																									
F0P7 35 Colour for Display and Print				x			x				x																							
F1V3 35 Design for Print: Desktop Publishing for Magazine Production														x			x				x													**Mandatory Units**
DF60 35 Internet: Web Development (double credit)													x		x					x		x												
F316 35 Digital Media for Design and Print: Graded Unit 2 (double credit)																										x					x		x	
DE2P 35 Advanced Bitmap Graphics for Creative Multimedia Design (double credit)																											x			x		x		
F1V1 35 Design for Print: Advanced Typography for Desktop Publishing				x					x																									
F1V6 35 Digital Output Systems			x				x				x																							
F1V5 35 Design for Print: Packaging			x			x			x																									**Optional Units**
DE1Y 35 Business Information Management				x			x				x																							**Candidates must take**
F0PG 35 Print Origination and Image Capture			x				x		x																									**a minimum of 48**
D7XK 35 Editing and Proof Reading														x							x													**SCQF credit points**
F0PA 35 Digital Printing Systems																			x		x	x												**and a maximum of 72**
D75W 34 Multimedia: Developing Multimedia Applications (double credit)														x		x				x		x												**SCQF credit points**
F1V2 35 Design for Print: Automated Digital Workflows for Pre-Press															x			x				x												**from these options:**
DE2N 35 3D Modelling and Animation (double credit)																									x				x			x		
DE2R 35 Advanced Vector Graphics for Creative Multimedia Design (double credit)																										x			x		x		x	
DH8K 35 Law and the Communication Industries																											x			x		x		

6.9   Assessment strategy

Assessment approaches adopted will vary across the component Units within the programme. These may take the form of closed or open-book assessments using a variety of methods. In some cases practical competence will be observed within the classroom or workshop setting. Alternatively there may be elements of course work which are project based and extend across the session or where a learner is asked to produce a more extended piece of work involving an element of research and evaluation. At all times assessment should be in line with the specific and broad aims of the course and should be closely aligned with the essential skills and knowledge to be acquired through component Units. Learning, teaching and assessment should whenever possible be contextualised to the vocational area of study and opportunities for integration of assessment could be demonstrated alongside holistic approaches to appraisal which would ensure an appropriate balance of teaching to evaluation.

7   General information for centres

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**.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (**www.sqa.org.uk**).

8   General information for candidates

The Digital Media for Design and Print awards will provide you with the knowledge and skills needed to make a career in the pre-press discipline of the printing and related industries. The HNC is designed to equip you with the broad based and specialist technical skills necessary for operating within the pre-press production area. Following on from the HNC, the HND is designed to equip you with the practical competences required to operate within the various areas of the printing industry, as well as the multimedia skills required to operate within a wider range of publishing media.

Most candidates who successfully complete the HNC/HND go on to work in the pre-press discipline of the printing industry, but there are also opportunities to progress to the second or third year of a degree course at a variety of universities.

You will study a mixture of optional and mandatory Units.

The main topics of study include:

- Typography and Desktop Publishing
- Image Editing
- Print Production
- Computer Aided Design
- Graphic Design
- Pre-Press Technologies
- Multimedia
- Communication Industry Management

The optional Units delivered by your college may vary from those offered at other colleges. The content of each Unit will be delivered through a series of lectures and practical workshops and you will also be expected to make a commitment to self directed study. Tutorial sessions will support you through this programme and will help build up your confidence. Each Unit is individually assessed and you will be expected to hand in work to meet specified deadlines. Many of your tasks will be practical tasks, but you will also be required to carry out research activities, write up technical reports and evaluate some of your practical tasks.

During the learning process you will have the opportunity to acquire the following skills:

- Organising
- Communicating
- Information collection and research
- Logical and analytical thinking
- Decision making
- Problem solving
- Co-operating with others (and team working)
- Vocational adaptability

The content of the HNC and HND Digital Media for Design and Print reflects the needs of employers across a diverse industry. This is your opportunity to develop the skills and gain the underpinning knowledge necessary for work in a dynamic printing and publishing industry.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Core Skill Unit: This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in *Information Technology* or *Communications*.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.