

Unit Title:	Imaging software
OCR unit number:	33
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	J/502/4612

Unit purpose and aim

This is the ability to use a software application designed to create, modify and layout images for display in print or on a screen.

This unit is about the skills and knowledge required by an IT user to use basic imaging software tools and techniques appropriately to produce straightforward or routine images. Any aspect that is unfamiliar will require support and advice from others.

Imaging software tools and techniques will be described as 'basic' because:

- the range of inputting, manipulation and outputting techniques will be straightforward or routine;
- the software tools and functions involved will be predefined or commonly used;
- the type and structure of the task will be predetermined or familiar.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Obtain, insert and combine information for images</p>	<p>The learner can:</p> <p>1.1. Identify what images are needed</p> <p>1.2. Obtain, input and prepare images to meet needs</p> <p>1.3. Identify what generic copyright and other constraints apply to the use of images</p> <p>1.4. Combine information of different types or from different sources for images</p> <p>1.5. Identify the context in which the images will be used</p> <p>1.6. Identify which file format to use for saving and exchanging images</p> <p>1.7. Store and retrieve files effectively, in line with</p>	<p>Designs or images: Designs or Will vary according to the task for example: photos from a digital camera, scanned images, graphic elements, drawings, clip art</p> <p>Prepare images: Size, crop and position</p> <p>Copyright constraints: Effect of copyright law (e.g. on use of other people's images), acknowledgment of sources, permissions</p> <p>Combine information: Insert, size, position, wrap, order, group</p> <p>Context for designs and images: Contexts will vary according to the software and task, for</p>

Learning Outcomes	Assessment Criteria	Examples
	local guidelines and conventions where available	<p>example: on screen display, publishing on a web site, hard copy print out, digital file</p> <p>File formats for designs and images: Will vary according to the content, proprietary and open source formats</p> <p>Store and retrieve: Save, save as, find, open, close; Views: thumbnail, gallery</p>
2 Use imaging software tools to create, manipulate and edit images	<p>2.1 Use suitable tools and techniques to create images</p> <p>2.2 Use appropriate tools and techniques to manipulate and edit images</p> <p>2.3 Check images meet needs, using IT tools and making corrections as necessary</p>	<p>Create designs and images: Draw basic shapes, change properties (e.g. line width and fill colour), download digital photos from a camera, scan and resize images, add text and other elements (e.g. lines, boxes and arrows)</p> <p>Manipulate and editing techniques: Align, rotate, flip, arrange, cut, paste, resize, change font, text and colour</p> <p>Check designs and images: Size, alignment and orientation, suitability of file format</p>

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit unless they are using one of the live OCR-set assignments to generate the evidence.

Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).