Unit 5: Desktop publishing (LEVEL 2)

Learning outcomes

By completing this unit candidates will develop a thorough knowledge and understanding of the process of planning, drafting, developing and creating a DTP document to meet the needs of a target audience. Candidates will develop their graphics manipulation skills to edit and develop a series of images for inclusion in their DTP document, as well as create a simple graphic using the graphic tools available in DTP packages.

Candidates will be able to:

- plan a document to meet a given brief

- create and apply style sheets

- use graphics tools to create basic shapes

- develop images for inclusion in a completed document

- prepare publication for final print.

It is anticipated that a candidate will require 60 guided learning hours to complete this unit.

Assessment objectives	Knowledge, understanding and skills
1 Plan a document to meet a given design brief for a document of at least **eight** A4 pages or equivalent	Plan to include: • research eg: a range of documents, a range of organisations, a range of different end users • at least two different sketched responses to the brief • selection of most appropriate possible response • selection of most appropriate software • time-scales
2 Create styles	Create **three** separate styles which will be used within the document. To include eg: • font face, size, emphasis, alignment and leading • paragraph spacing • indents and tabs • bullets Use these styles within the document to achieve the required outcome
3 Select and use tools in desktop publishing	Create document layouts by eg: • setting margins, columns and gutter • positioning layout guides • creating and positioning text and graphic frames Assemble documents by: • importing text and graphics • entering text directly into the document
4 Use drawing tools included with DTP software to create basic shapes for inclusion in your completed publication	Drawing tools eg: • using a range of 2D shapes • use tools to cut and paste, copy and crop • use monochrome and colour fill and shading • use lines of different styles and colour • layering items to create a clear graphic (continued)

Assessment objectives	Knowledge, understanding and skills
4 Cont. Use drawing tools included with DTP software to create basic shapes for inclusion in your completed publication	• use a range of text styles and effects, including reverse and artistic text • grouping
5 Prepare publication for print	Follow standard stages for producing a commercial document: • proof read and check for accuracy making changes where necessary • produce proof copies with a covering submission letter Describe the remaining stages of producing multiple copies of the document using commercial printing processes

Assessment

This unit is centre assessed and externally moderated.

In order to achieve this unit, candidates must produce a portfolio of evidence showing that they have met all of the assessment objectives.

Portfolios of work must be produced independently. They will need to be made available, together with witness statements and any other supporting documentation, to the OCR Visiting Moderator when required.

Centres must confirm to OCR that the evidence produced by candidates is authentic. An OCR Centre Authentication Form is provided in the Centre Handbook and includes a declaration for assessors to sign. It is a requirement of the QCA Common Criteria for all Qualifications that proof of authentication is received.

Guidance on assessment and evidence requirements

For this unit candidates are being assessed on their DTP skills and are required to use DTP software.

Candidates will be expected to plan, draft, develop and then produce an eight-page A4 document or equivalent. The amount of pages is given here as an indication of the amount of content required. An eight-page A4 document here means a document where the pages, as seen by the reader are fundamentally of A4 size. Where the candidate wishes to produce a document of A5, for example, the overall document should be 16 pages in order to require a similar amount of work on the part of the candidate.

For Assessment Objective 1, candidates must produce planning which includes evidence that the candidate has evaluated elements included in a range of documents considered and has made decisions about the design of their own document based on this research. This may be evidenced by witness statements for pass candidates. For the higher grades candidates must evidence their research by stating their sources.

To show that candidates have made decisions, there must be at least two sketches which show competing solutions to the brief. **The candidate should not produce draft designs for each page, but should consider house style and layout, producing no more than two A4 pages to illustrate each alternative.** For example, candidates may provide evidence of the design of the front and one inside page for each alternative. The candidate must then evidence that they have made a decision about the most appropriate design to complete, along with the most appropriate

software to use in order to do so. This must be further supported with a time-scale for completion of the project.

For Assessment Objective 2 the creation and use of different styles within the document must show that candidates have created sets of rules to govern how text is displayed within the document. Candidates may choose to format text and paragraphs using options governing a range of different style decisions as listed within the assessment objective.

For Assessment Objective 3, candidates need to create an overall document layout. Once completed, this layout must then be populated using a range of techniques. These techniques include importing text and graphics as well as entering text directly into the document.

Assessment Objective 4 requires that the document should then be further augmented by the use of drawing tools included within the DTP software.   Pass candidates will create basic shapes such as squares, triangles and circles which are then used where appropriate within the document. For higher levels, candidates will combine objects to create more complex shapes. The term 'layering' means to alter the order of overlapping objects, whilst 'grouping' implies combining one or more objects together.

For Assessment Objective 5, candidates are required to review the accuracy of their work and make changes as necessary. They must then print out one proof copy as well as a covering letter to the client. Candidates must also produce a report outlining the stages between producing a proof copy and the final printing of the publication by a commercial printer. Candidates will not be assessed on the quality or content of the covering letter.

Assignments may be provided by the centre or produced by the candidate. These assignments must relate to one business context and provide the opportunity for all the assessment objectives to be met in full.

Signposting to Key Skills

✓   The unit contains opportunities for developing the Key Skill, and possibly for generating portfolio evidence, if teaching and learning is focused on that aim.

Key Skill reference		Key Skill reference		Key Skill reference	
C2.1a		ICT2.1	✓	N2.1	✓
C2.1b		ICT2.2	✓	N2.2	
C2.2		ICT2.3	✓	N2.3	
C2.3	✓				

Mapping to National Occupational Standards

National Occupational Standards	Reference ID	Title
IT users (e-skills UK)	ART2	Artwork and imaging software Level 2
Photo Imaging - Digital (skillset)	PID4	Carry out specified image editing
Machine Printing - Digital Printing (proskills)	MPDP.312IT	Design and produce documents using graphics

Resources

This section provides suggestions of suitable resources. The list is neither prescriptive nor exhaustive, and candidates should be encouraged to gather information from a variety of sources. Some suggested resources are intended for Tutor use. The resources in this section were correct at the time of production.

Books

Banks, Harber-Stuart & Parry.	*GCSE Applied ICT - Double Award* Folens
Heathcote, P et al.	*Applied ICT for GCSE (Double Award)* Payne-Gallway.
Jenny Lawson	*Information Technology* Heinemann
Jenny Lawson	*OCR National Certificate in IT Level 2* Heinemann.
Stephen Doyle	*Applied ICT GCSE* Nelson Thorne.
Wischhusen, Snell, Johnson & Scales	*GCSE Applied ICT* Heinemann.

Websites

http://internetbrothers.com/desktoppub.htm
Practical advice for desktop publishing projects

http://desktoppub.about.com/
A guide to desktop publishing

http://desktoppublishing.com/
A comprehensive desktop publishing resource

http://www.dtp-aus.com/
Provides a compilation of tutorial and lesson pages relating to DTP, Prepass and HTML etc

Grading

Assessment Objective	Pass	Merit	Distinction
AO1 Plan a document to meet a given design brief for a document of at least **eight** A4 pages or equivalent	Candidates will carry out limited research on a narrow range of organisations and end-users. Candidates provide limited evidence linking their research to the designs. Candidates will produce basic plans which include: a few sketches, identification of software to be used, choice of final design and some indication that time has been considered.	Candidates will carry out independent research from a range of sources which they identify. Candidates provide evidence linking their research to the designs. Candidates will produce plans to meet the requirements of the brief which include: sketches, identification of software to be used, choice of final design and the timescale but this may not be realistic.	Candidates will carry out independent research from a wide range of sources which they identify. Candidates provide clear evidence linking their research to the designs. Candidates will produce comprehensive design plans to meet fully the requirements of the brief which include: sketches, identification of software to be used, choice of final design and the timescale.
AO2 Create styles	Candidates create three styles. Each style will include at least one aspect from each of the following: • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs The styles may not be fit for purpose.	Candidates create three styles. Each style will include the full range of each of the following: • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs The styles will mostly be fit for purpose.	Candidates create three styles. Each style will include the full range of each of the following: • font (face, size, emphasis, alignment or leading) • paragraph spacing • indents or tabs • bullets The styles will be fit for purpose.
AO3 Select and use tools in desktop publishing	Candidates will produce a simple document using a desktop publishing package. There will be limited use of facilities, imported text and imported graphics.	Candidates will produce a detailed document which mostly meets the demands of the brief using a desktop publishing package. There will be good use of facilities, imported text and imported graphics but some may not be used appropriately.	Candidates will produce a detailed document which fully meets the demands of the brief using a desktop publishing package. There will be good use of facilities, imported text and imported graphics and all will be used appropriately.

Assessment Objective	Pass	Merit	Distinction
AO4 Use drawing tools included with DTP software to create basic shapes for inclusion in your completed publication	Basic use of a limited range of facilities to produce shapes which are not always accurate. Some limited evidence of layering.	The majority of listed facilities, which will include layering and grouping, will have been used to produce accurate drawings. Candidates will have combined different shapes to create a more complex whole.	The full range of listed facilities will have been consistently used to create complex shapes which clearly suit the needs of the brief and the intended audience. Lines and borders will have been included in the completed document.
AO5 Prepare publication for print	The final proof will contain several errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document is unlikely to be to business standard. A brief outline is provided of the final stages of producing multiple copies using commercial printing processes.	The final proof will contain some errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document will be good. An outline is provided of all the final stages of producing multiple copies using commercial printing processes.	The final proof will be mostly free from errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document will be near to business standard. A detailed outline is provided of all the final stages of producing multiple copies using commercial printing processes.