
GENERIC COMPUTING
Produce computer graphic documents
using templates

level:	1
credit:	2
final date for comment:	December 2006
expiry date:	December 2007
sub-field:	Computing
replacement information:	This unit standard replaced unit standard 215.
purpose:	People credited with this unit standard are able to plan and produce computer graphic documents, and review and print the documents.
entry information:	Open.
accreditation option:	Evaluation of documentation by NZQA.
moderation option:	A centrally established and directed national moderation system has been set up by NZQA.
special notes:	<ol style="list-style-type: none">1 This unit standard focuses on the ability to create three computer graphic documents with the support of prefabricated templates. It does not assess design in terms of layout.2 Candidates will be provided with a computer program with template facilities that can be used to position graphics.3 Legislation relevant to this unit standard includes but is not limited to the: Health and Safety in Employment Act 1992, Copyright Act 1994, and their subsequent amendments.4 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at http://www.nzqa.govt.nz/providers/resources/index.html.

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Elements and Performance Criteria

element 1

Plan and produce computer graphic documents.

performance criteria

- 1.1 The plan identifies the purpose of the documents, their intended audience, and specifications.
- Range: specifications include but are not limited to - paper size and orientation, type of document (eg birthday card).
- 1.2 Graphics documents are produced from the template to meet the specifications.
- 1.3 The documents are saved to files, using program tools available for the task.

element 2

Review and print documents in conformity with the plan.

performance criteria

- 2.1 The documents are reviewed and edited to meet specifications if required.
- 2.2 The edited documents are printed, using page orientation consistent with template's page layout.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

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Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0226 which can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.