OCR
Oxford Cambridge and RSA

Unit Title:	**Drawing and planning software**
OCR unit number:	25
Level:	2
Credit value:	3
Guided learning hours:	20
Unit reference number:	A/502/4610

Unit purpose and aim

This is the ability to use software designed for producing 2D drawings or plans, such as flowcharts, mind maps and technical drawings

This unit is about the skills and knowledge required by an IT user to select and use intermediate tools and techniques to produce drawings and plans that are at times multi-step or non-routine. Any aspects that are unfamiliar may require support and advice.

2D drawing and planning software tools and techniques will be described as 'intermediate' because:

• 	the software tools and functions used will be at times non-routine or unfamiliar;

• 	the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and

• 	the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Learning Outcomes	Assessment Criteria	Examples
The learner will: 1 Input, organise and combine information for drawings or plans	The learner can: 1.1 Identify what types of shapes and other elements will be needed 1.2 Review templates and describe how they need to be changed to meet needs 1.3 Select, input and use the appropriate shapes to meet needs, including importing shapes from other sources 1.4 Select, adapt and use appropriate templates or blank documents 1.5 Identify what copyright constraints apply to the use of shapes or other elements 1.6 Combine information for drawings or plans	Shapes and other elements: Shapes will vary according to the required outcome, for example: flow chart shapes, building plan shapes, audit Other elements: graphic elements (e.g. lines, arrows, borders, backgrounds, clip art), text, numbers Input information: using Keyboard, mouse, scanner, voice recognition, touch screen, stylus Templates and blank documents: Existing templates, working from an example document; adapt templates, blank documents Copyright constraints: Effect of

Learning Outcomes	Assessment Criteria	Examples
	including importing information produced using other software 1.7 Store and retrieve drawing files effectively, in line with local guidelines and conventions where available	copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism, provisions of the Data Protection Act Combine information: Insert, size, position, wrap, order, group Store and retrieve: Save, save as, find, open, close, *import, export*
2 Use tools and techniques to edit, manipulate, format and present drawings or plans	2.1 Identify what drafting guides to use so that the shapes and other elements are appropriately prepared 2.2 Select and use appropriate software tools to manipulate and edit shapes and other elements with precision 2.3 Select and use appropriate software tools to format shapes and other elements, including applying styles and colour schemes 2.4 Check drawings or plans meet needs, using IT tools and making corrections as necessary 2.5 Identify and respond to any quality problems with drawings or plans to make sure they meet needs 2.6 Select and use appropriate presentation methods and accepted page layouts	Drafting guides: Grids, snap to grid, snap to shape, rulers, guidelines Manipulate and edit shapes and other elements: Will vary, for example: Edit: select, insert, delete, cut, copy, paste, drag and drop, find, replace Text: font, colour, alignment Shapes: size, colour, orientation, connections to other shapes and elements, add labels Format shapes and other elements: Will vary, for example: Text: font, paragraphs, text block, tabs, bullets Lines: width, length, colour, endings, beginnings Drawing elements: fill, shadow, corners Connections between shapes and other elements Protection: length, width, axis Behaviour: interaction, selection highlighting Check drawings and plans: Spell check, grammar check, accuracy of numbers, labelling and size of shapes, connections between shapes and other

Learning Outcomes	Assessment Criteria	Examples
		elements
		Quality problems with drawings and plans: Will vary according to the content, for example, text (e.g. formatting, styles, positioning), shapes (e.g. size, position, orientation), other elements (e.g. scale, thickness, colour, connections), page layout
		Presentation methods: Will vary according to the task, for example, on screen display, publishing on a web site, hard copy print out, digital file; organisational house style, branding

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 for this unit without gaps. 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).