OCR
Oxford Cambridge and RSA

Unit Title:	**Drawing and planning software**
OCR unit number:	24
Level:	1
Credit value:	2
Guided learning hours:	15
Unit reference number:	J/502/4609

Unit purpose and aim

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

This unit is about selecting and using basic tools and techniques to produce straightforward or routine drawings and plans. Any aspects that are unfamiliar will require support and advice.

2D drawing and planning software tools and techniques at this level are defined as basic because:

- the software tools and functions will be predefined or commonly used;

- the range of entry, manipulation and outputting techniques will be straightforward or routine; and

- the inputting, manipulation and outputting of the information will be predetermined, straightforward or routine.

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 2D shapes and other elements will be needed 1.2. Identify which template or blank document to use 1.3. Select the appropriate shapes, from those available, to meet needs 1.4. Input the relevant shapes and other elements into existing templates or blank documents so that they are ready for editing and formatting 1.5. Identify what copyright constraints apply to the use of shapes or other elements 1.6. Combine information of different types or from	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 Copyright constraints: Effect of copyright law (e.g. on music downloads or use of other

Learning Outcomes	Assessment Criteria	Examples
	different sources for drawings and plans 1.7. Store and retrieve drawing files effectively, in line with local guidelines and conventions where available	people's images), acknowledgment of sources, avoiding plagiarism Combine information: Insert, size, position, wrap, order, group Store and retrieve: Save, save as, find, open, close
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. Use appropriate software tools to manipulate and edit shapes and other elements 2.3. Select and use appropriate software tools to format shapes and other elements 2.4. Check drawings and plans meet needs, using IT tools and making corrections as necessary 2.5. Use appropriate presentation methods and accepted page layouts	Drafting guides: Grid, snap to grid, snap to shape 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 (e.g. font, paragraphs, text block, tabs, bullets), lines (e.g. width, length, colour, endings, beginnings), drawing elements (e.g. fill, shadow, corners), connections between shapes and other elements Check drawings and plans: Spell check, grammar check, shapes: will vary according to the task, accuracy of numbers, labelling and size of shapes, connections between shapes and other elements 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,

Learning Outcomes	Assessment Criteria	Examples
		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 without gaps for this unit. 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).