

## Produce simple desktop published documents using templates

**Level** 1

**Credits** 2

**Purpose** People credited with this unit standard are able to produce, proof and print simple desktop published documents using templates.

**Subfield** Computing

**Domain** Generic Computing

**Status** Registered

**Status date** 22 May 2009

**Date version published** 22 May 2009

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**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA.

**Standard setting body (SSB)** NZQA National Qualifications Services

**Accreditation and Moderation Action Plan (AMAP) reference** 0226

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

- 1 This unit standard covers the creation of three desktop published documents, each with the support of a template (or templates). It does not assess design in terms of layout.
- 2 Specifications for each document will be provided and must include but are not limited to – size and orientation, type and purpose of document, use of colour, file management, print layout requirements.
- 3 Legislation relevant to this unit standard includes but is not limited to the: Copyright Act 1994, and its 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

Produce simple desktop published documents using templates.

#### Performance criteria

1.1 Templates selected are appropriate for the type and purpose of the document.

1.2 Graphics and text are selected, oriented and sized according to the supplied specifications.

1.3 Colour is selected and used according to the supplied specifications.

Range may include but is not limited to – font colour, fill colour, background colour, image colour.

1.4 The document files are managed according to the file management specifications provided.

Range may include but is not limited to – file type, file name, file location.

### Element 2

Proof and print the documents.

#### Performance criteria

2.1 The documents are proofed and edited, as required, to meet the supplied specifications.

2.2 The documents are printed in accordance with the supplied specifications.

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### Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

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

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 organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

### **Comments on this unit standard**

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