Title	Use the main features and functions of a schematic diagram application to create diagrams		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to use the main features and functions of a schematic diagram application to create diagrams.
	This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591], the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132], the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592], or the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.

2   A brief for the schematic diagrams will be supplied to the learner. Text content for the schematic diagrams may be provided to students, and should be unformatted. A brief is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains specifications against which the success or otherwise of the schematic diagrams can be evaluated. Planning is not required to be assessed as part of this standard however it is good practice to have the student develop a simple conceptual layout design prior to beginning creation of the diagram and this may be written and/or graphic.

3   Foundation level schematic diagram application skills refer to:
      Creating – entering data, connections, shapes; use of drawing tools; use of symbols; text and graphics selection and placement; conventions as appropriate for type of diagram; acknowledgement of sources;
      Formatting – alignment and wrapping; text; number formats; borders; layout;
      Editing – move; copy; insert; delete; undo/redo; data added; search and replace;
      Printing – basic print settings, hard copy, soft copy;

Saving and sharing – naming; saving (including as a new file, in logical structures, to local and shared folders, to the cloud), attaching to email; activating reviewing and commenting;
This list is not exhaustive and assessors will need to determine the level of other foundation level schematic diagram application skills if included.

4   Definitions
Conceptual layout design is a representation clearly indicative of the final product.
Good practice – in this context includes selecting and using the appropriate feature or function to enable correct use of formatting tools, such as shapes, linking, alignment, selection of symbols and connectors.
Presentation of the schematic diagram means the documents produced must show application of the design principles of page layout, which may include but are not limited to – composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast, repetition, alignment, and proximity.
Schematic diagram refers to a drawing showing all significant components, parts, or tasks (and their interconnections) of a circuit, device, flow, process, or project by means of standard symbols.

5   Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994
Copyright (New Technologies) Amendment Act 2008
Harmful Digital Communications Act 2015
Health and Safety at Work Act 2015
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

6   Reference
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at
http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers.

Outcomes and performance criteria

Outcome 1

Use the main features and functions of a schematic diagram application to create diagrams.

Range   at least two diagrams of different types must be produced;
             types of diagrams may include but are not limited to – flow chart, organisation chart, mind map, concept diagram, electrical circuit diagram;
             diagrams must contain at least 10 objects with connections between them.

Performance criteria

1.1   User interface of a schematic diagram application is navigated effectively according to good practice.

              Range   includes but is not limited to – shortcuts, screen display options, finding help.

1.2   Main features and functions of application(s) that can create schematic diagrams are used to create, format, edit, save, share and print diagrams, according to good practice and to meet the requirements of the brief.

              Range   includes foundation level schematic diagram application skills with a selection from each of the following categories – creating, formatting, editing, printing, saving and sharing;
evidence of at least 12 are required.

1.3   Symbols are used in each diagram that are consistent with the type of diagram, conventions, good practice and the specifications of the brief.

1.4   A final diagram is created that communicates effectively in terms of its readability, legibility, presentation, accuracy; clearly illustrates the object being diagrammed; and is consistent with the specifications of the brief.

Replacement information	This unit standard replaced unit standard 5957.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099

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

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.