Title	Use a desktop publishing application to produce documents		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: plan and produce desktop published documents integrating media; and evaluate the desktop published documents. This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (Intermediate User) (Level 3) [Ref: 2592].

Classification	Computing > Generic Computing

Available grade	Achieved

Guidance Information

1   Recommended skills and knowledge:
    Unit 29774, *Use the main features and functions of a desktop publishing application to create documents for a purpose*; or demonstrate equivalent knowledge and skills.

2   Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, 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.

3   A brief will be supplied to the learner, either as part of the learner's employment (in the case of workplace assessment) or in response to a set task. It must:
    - set out the purpose and requirements of the organisation; and
    - clearly identify the outcomes required from the desktop published documents, including meeting appropriate legal, ethical and moral considerations;
    - contain requirements against which the success or otherwise of the documents can be assessed, which must include being suitable for organisational use.

    A different scenario must be given for each of the three documents. The text, graphics, and specified page layout may be provided for the task. Requirements include audience, topic and final specifications. Final specifications for images include but are not limited to – resolution, size (pixel and physical), colour mode, file format. Images must retain original integrity (i.e. not distorted and should be at the appropriate resolution for the intended output).

4   *Intermediate level desktop publishing tools and techniques* refer to but are not limited to – linked and flowing data; threading; typography; indexing; table of contents; drawing; document design using master pages, styles, and colour management.

5   Definitions
Conceptual design is a representation clearly indicative of the final brief informed through stakeholder input.
Creative commons refers to collaborative global commons, the public domain free legal tools for the sharing and use of creativity and knowledge, which work alongside copyright.
Digital devices refer to electronic computing devices that can receive, store, process or send digital information, such as computers (desktop or laptop), tablets, smartphones or other emerging digital technologies.
Emerging digital technologies refers to digital devices and technological concepts that are new to market.
Good practice refers to selecting and using the appropriate feature or function to enable correct use of the chosen digital devices and platforms.
Graphics refers to designs, illustrations, pictures and images used on digital devices.
Images refer to bitmap/raster or vector graphics.
Organisation refers to the context the documents designed will operate in (e.g. businesses, clubs, not-for-profit organisations). It does not define or limit the situations in which assessment evidence may be gathered.
Original media refers to media created by the learner or provided by a stakeholder. Editing of the media is not required apart from preparation to allow insertion into the final desktop published document, such as adjusting resolution, file size, video format.
Platforms are the digital devices and operating systems on which application software can be run.
Principles of information presentation refer to order of presentation of information, clarity, simplicity, readability, consistency and appropriateness for intended audience.
Principles of page layout 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.
Typography is the style, arrangement and appearance of text on the page, and may involve selecting typefaces, font size, line length, line-spacing (leading), letter-spacing (tracking), widow and orphan controls, hyphenation, adjusting the space within letters pairs (kerning) and font colours.

6   Legislation relevant to this unit standard may include 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
Privacy Act 2020
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at http://legislation.govt.nz.

7   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 https://www.worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/.

Outcomes and performance criteria

Outcome 1

Plan and produce desktop published documents integrating media.

Range   production requires the use of intermediate level desktop publishing tools and techniques to produce a minimum of three desktop published documents; the three documents must include at least one multi-page and one folded.

Performance criteria

1.1   A plan is produced outlining how the requirements of the brief will be realised for the desktop published documents.

      Range   includes but is not limited to – purpose, target audience, constraints and specifications;
planning may be oral, written, and/or graphic.

1.2   Conceptual designs are produced in accordance with the specifications of the brief.

      Range   includes but is not limited to – layout, formatting, typography;
includes use of text and graphics appropriate for and relevant to the purpose of the document.

1.3   Content is added to the document in accordance with the specifications of the brief.

      Range   includes at least five intermediate level desktop publishing techniques.

1.4   Media are selected and integrated in accordance with the specifications of the brief.

      Range   at least two different types of media, including two original and edited media;
media may include but are not limited to – still images (vector or bitmap/raster).

1.5   The documents are checked for errors and corrected where needed to ensure the requirements of the brief are met, and demonstrate the consistent application of the principles of page layout and of information presentation.

1.6   Sources of text and media used are referenced in accordance with recognised creative commons and copyright requirements.

1.7   The documents are stored according to current conventions.

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

Outcome 2

Evaluate the desktop published documents.

Performance criteria

2.1   Text and graphics are reproduced accurately and clearly on a range of digital
        devices, and in accordance with good practice and to meet the requirements of
        the brief, when documents are displayed in hard or soft copy.

2.2   The documents are evaluated to ensure they communicate effectively in terms
        of their readability, legibility, presentation, and accuracy on a range of digital
        devices.

        Range   at least two different digital device types or platforms.

Replacement information	This unit standard replaced unit standard 2789.

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	28 April 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.