

Title	Use graphics in communication		
Level	2	Credits	2

Purpose	People credited with this unit standard are able to identify the purpose of graphics in communication and communicate using graphics.
----------------	---

Classification	Communication Skills > Writing
-----------------------	--------------------------------

Available grade	Achieved
------------------------	----------

Explanatory notes

A graphic is any visual image or design that enhances the presentation of information orally and/or in writing.

Outcomes and evidence requirements

Outcome 1

Identify the purpose of graphics in communication.

Evidence requirements

- 1.1 Advantages and disadvantages of using graphics in communication are identified.
- Range evidence of three advantages and three disadvantages is required.
- 1.2 Contexts in which graphics would enhance communication are identified.
- Range evidence is required of three different contexts, each using a different type of graphic.

Outcome 2

Communicate using graphics.

Range evidence of two types of graphics is required.

Evidence requirements

- 2.1 Information is selected for graphic presentation in terms of enhancing the communication.

- 2.2 Graphics are selected to enhance the message being conveyed.
- 2.3 Graphic information is presented in a manner that fits the context, the subject matter, and the intended audience.

Planned review date	31 December 2021
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 January 1995	31 December 2014
Review	2	9 August 1996	31 December 2014
Review	3	24 March 1998	31 December 2014
Revision	4	11 February 2004	31 December 2014
Review	5	17 April 2009	31 December 2016
Rollover and Revision	6	24 October 2014	31 December 2020
Review	7	16 February 2017	N/A

Consent and Moderation Requirements (CMR) reference	0113
--	------

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

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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 NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.