

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

<b>Purpose</b>	<p>People credited with this unit standard are able to use the main features and functions of a schematic diagram application to create diagrams.</p> <p>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 (Intermediate User) (Level 3) [Ref: 2592], or the New Zealand Certificate in Computing (Advanced User) (Level 4) [Ref: 2593].</p>
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<b>Classification</b>	Computing > Generic Computing
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 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 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.

*Schematic diagram application* refers to an application whose main purpose is to create diagrams.

- 4 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>.
- 5 References  
*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 evidence requirements

### 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, floor plan, electrical circuit diagram; diagrams must contain at least 10 objects with connections between them.

### Evidence requirements

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 *create* includes – entering data, connections, shapes; use of drawing tools; use of symbols; text and graphics selection and placement; acknowledgement of sources;

*format* includes – alignment and wrapping; text; number formats; borders; layout;

*edit* includes but is not limited to move; copy; insert; delete; undo/redo; data added; search and replace;

*save and share* includes – naming; saving (including as a new file, in logical structures, to local and shared folders, to the cloud); attaching to email; may include activating reviewing and commenting;

*print* includes – hard or soft copy, to meet requirements of the brief.

- 1.3 The symbols used in each diagram are consistent with the type of diagram, good practice and the specifications of the brief.
- 1.4 The final diagram 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.

<b>Replacement information</b>	This unit standard replaced unit standard 5957
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<b>Planned review date</b>	31 December 2021
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
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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.

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**Comments on this unit standard**

Please contact 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.