

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

Purpose	<p>People credited with this unit standard are able to: plan and produce desktop published documents integrating media according to the specifications of a brief; evaluate the desktop published documents.</p> <p>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].</p>
----------------	--

Classification	Computing > Generic Computing
-----------------------	-------------------------------

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

Entry information	
Recommended skills and knowledge	Unit 29774, <i>Use the main features and functions of a desktop publishing application to create documents</i> ; or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 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.
- 2 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. It contains 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).

- 3 *Intermediate level desktop publishing tools and techniques* may include but are not limited to: linked and flowing data, threading, typography, indexing, drawing, document design using master pages, and colour management.
- 4 Definitions
- Conceptual design* is a representation clearly indicative of the final brief informed through stakeholder input.
- Copyright* refers to the exclusive legal right given to a creator to control the reproduction of their work.
- Creative Commons (CC)* 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* in this context 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 raster, bitmap or vector graphics.
- Organisation* refers to a specific entity which may be in private, public, or community and voluntary sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body. In this standard, *Organisational use* describes the context the documents designed will operate in. 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.
- 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* may involve selecting typefaces, font size, line length, line-spacing (leading), letter-spacing (tracking), adjusting the space within letters pairs (kerning) and font colours
- 5 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 1993
Unsolicited Electronic Messages Act 2007
and any subsequent amendments.
Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

6 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**

Plan and produce desktop published documents integrating media according to the specifications of a brief.

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.

Evidence requirements

1.1 Plan created outlines 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 – vector graphics or still images.

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 graphic images 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 are not limited to – file type, file name, location, enabling reviewing and commenting.

Outcome 2

Evaluate the desktop published documents.

Evidence requirements

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 2021
----------------------------	------------------

Status information and last date for assessment for superseded versions

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

Consent and Moderation Requirements (CMR) reference	0226
--	------

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 (CMRs). 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.