Unit Title: Desktop Publishing Software	
Level:	Entry Three
Credit Value:	2
GLH:	15
OCNLR Unit Code:	CQ2/E3/LQ/002
Ofqual Unit Reference Number:	F/505/3185

This unit has 3 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to use appropriate designs and page layouts for a publication.	1.1. Identify the information that can be used in a publication. 1.2. Identify a page layout that could be used for the publication. 1.3. Identify appropriate media to use for the publication.
2. Be able to input text and other information into a publication.	2.1. Input information into a publication ready for editing and formatting. 2.2. State why it is important to check if information is copyrighted before using it. 2.3. Store and retrieve publication files appropriately.
3. Be able to use desktop publishing software techniques to edit and format a publication.	3.1. Use appropriate techniques to edit publications. 3.2. Use appropriate techniques to format text. 3.3. Use images and graphic elements.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed   This assessment method *must* be used to assess all or part of the unit.

O = Optional   This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	O
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description		Production of artefact	