1.	Critical Aspects of Competency	**Assessment requires evidence that the candidate:**
		2. Identified Components of an IS
		3. Identified Types of Information Systems
		4. Identified Strategic levels of an Organization
		5. Identified Functional areas of an MIS
		6. Classified IS Resources
		7. Identified IS planning techniques
		8. Identified IS *Acquisition methods*
2.	Resource Implications	*The following resources must be provided:*
		2.1 Resources the same as that of workplace are advised to be applied
		Networks, Hardware, Software, Data and People
3.	Methods of Assessment	**Competency may be assessed through:**
		3.1 Oral test
		3.2 Observation
		3.3 Practical demonstration
4.	Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or through a simulated work place setting
5.	Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

PERFORM GRAPHIC DESIGN

UNIT CODE: IT/OS/ICT/CR/9/6

UNIT DESCRIPTION

This unit covers the competencies required to Perform Graphic Design. It involves Identification of graphic design concepts, identification of elements and principles of graphic

design, application of typography techniques, creation and editing of images, perform of layout design and printing of the layout design.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA *(Bold and italicised terms are elaborated in the Range)*
1. Identify Graphic Design Concepts	1.1 Definition of Graphic Design and terms is done 1.2 Graphic *design equipment* is identified based on the design. 1.3 Applications areas of Graphic design are identified. Benefits of Graphic Design are identified
2. Identify Elements and principles of Graphic Design	2.1 Elements of graphic design are defined 2.2 Types of *Graphic design elements* are Identified 2.3 *Graphic Design Principles* are identified as per the design 2.4 Identification of Graphic design principles Techniques is done 2.5 Importance of graphic design principles are identified
3. Apply Typography Techniques	3.1 Definition of Typography is done 3.2 Identification and application of anatomy is done. 3.3 Types of Typographies are identified 3.4 Identification of measurements and standards of typography is done 3.5 Typography guidelines are identified
4. Create and Edit Images	4.1 Software and tools for Graphic Design and photography are identified 4.2 Identification of *image file types* is done. 4.3 Creation of letterforms, lines of type and body copy, using appropriate software is done, 4.4 Creation and manipulation of images using appropriate software is done.
5. Perform Layout Design	5.1 Understanding of proportion and its application in layout design is done 5.2 Creation of unified systems out of dissimilar elements is done. 5.3 Manipulation of *typographic tools* to create dynamic layout is done. 5.4 Development of a type and image project is done.

ELEMENT	PERFORMANCE CRITERIA
	(Bold and italicised terms are elaborated in the Range)
	5.5 Introduction to multi-page layout planning, in design is done.
	5.6 Development of advanced typographic layout is done.
	5.7 Development of a multi-page magazine layout is done.
6. Print Design created	6.1. Tools and Equipment for printing are identified.
	6.2. *Types of printing* are identified based on the design.
	6.3. Classification of Paper according to its types, sizes and paper weight is done.
	6.4. Identification of the chemicals used in Printing is done.
	6.5. Printing of the actual design is done

RANGE

This section provides work environment and conditions to which the performance Criteria apply. It allows for different work environment and situations that will affect Performance.

Variable	Range
	May include but is not limited to:
1. Graphic design equipment	1.1 Computer
	1.2 Scanner
	1.3 Printer
	1.4 Camera

Variable	Range
	May include but is not limited to:
	1.5 Digital Tablet
2. Graphic design elements	2.1 Color 2.2 Line 2.3 Shape 2.4 Space 2.5 Texture 2.6 Value
3. Graphic Design Principles	3.1 Balance 3.2 Contrast 3.3 Emphasis 3.4 Harmony 3.5 Proportion 3.6 Pattern 3.7 Unity 3.8 Varity
4. Image file types	4.1 Raster 4.2 Vector
5. Typographic tools	5.1 Illustrator 5.2 Adobe InDesign 5.3 Adobe Photoshop 5.4 Paint.net 5.5 Corel Draw
6. Types of printing	6.1 Digital 6.2 Flexography 6.3 Letterpress 6.4 Off set 6.5 Rotogravure 6.6 Screen

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

1. Graphic design Concepts
2. Design elements and their uses
3. Design principles and their uses
4. Graphic Design Equipment
5. Graphic Design Tools
6. Typographic Techniques
7. Creation and Manipulation of Images
8. Types of File images

9. Printing types and formats
10. Printing chemicals, paper size and Weight.

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:

- Communications (verbal and written);
- Proficient in ICT;
- Time management;
- Analytical
- Planning;
- Decision making;

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EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	**Assessment requires evidence that the candidate:**	
	1.1 Identified Graphic design equipment according to the design to be drawn	
	1.2 Identified Graphic design elements, principles and techniques as per the design	
	1.3 Identified Measurements, standards and guidelines of typography.	
	1.4 Identified software and tools for Graphic Design and photography.	
	1.5 Created and manipulated images using the appropriate software.	
	1.6 Used Typographic tools to create dynamic layout	
	1.7 Identified tools and Equipment for printing and did the actual printing of the design.	
2. Resource Implications	***The following resources must be provided:***	
	Resources the same as that of workplace are advised to be applied	
	2.1 Computer 2.2 Authoring graphic design software, 2.3 Printer 2.4 Scanner 2.5 Camera 2.6 Stationery	
3. Methods of Assessment	**Competency may be assessed through:** 3.1 Oral test 3.2 Observation 3.3 Practical demonstration	
4. Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or through a simulated work place setting	
5. Guidance information for assessment	5.1 5.2 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.	