

Unit Number: 2789
**Unit Name: Produce desktop published documents for
organisation use**
(Version 5)
Level 3
Credits 5

Expiry date December 2007

Performance Criteria:

Element 1 Plan DTP documents for organisation use

A brief is formulated that identifies the organisation requirements of the documents in terms of purpose and target audience, and outlines the specifications (including constraints) required for the documents to realise their purpose.

- 1.2 A plan of action is developed to realise the brief.
- 1.3 A conceptual design of publications is documented

Element 2 Produce the documents in accordance with the brief's specifications

- 2.1 Text is formatted according to the brief's specifications
- 2.2 Graphics and other enhancements are added in accordance with the specifications
- 2.3 Text and graphic images used are referenced in accordance with recognised ethics and copyright standards
- 2.4 The documents demonstrate the principles of page layout in terms of balance, proportion, harmony and sequence
- 2.5 The documents communicate effectively in terms of their readability, legibility, presentation, and accuracy.

Element 3 Test the documents against the brief and print edited product

- 3.1 The draft documents are proofed and edited to ensure that the brief is met
- 3.2 The edited documents are printed, reproducing text and graphics accurately and clearly
- 3.3 The print-out verifies that the completed documents realise the specifications set out in the brief.

Section 1 Planning	Section 2 Production	Section 3 Testing
1.1	2.1	3.1
1.2	2.2	3.2
1.3	2.3	3.3
	2.4	
	2.5	

Candidate's Statement

This assessment has been done entirely by me. I have neither borrowed work from others nor lent my work to others to use

Signed

Date

Student Instruction Sheet

Your Topic is to be

Cell phones

The due date is Friday 10 March 2006

Your task for this assessment is to design and produce THREE desktop published documents.

The documents are

- 1 Multi-page (brochure or booklet)
- 2 Single page
- 3 Folded document.

Instructions

Firstly decide on the content and what you are going to put into the 3 documents.

FIRST DOCUMENT - a one-page advertisement for a cell phone you wish to purchase or an advertisement for a cell phone you wish to sell.

etc

Checklist of criteria for assessment

Element 1 - plan DTP documents for organisation use		Judgment
	A brief is formulated that identifies the organisation requirements of the documents in terms of purpose and target audience, and outlines the specifications (including constraints) required for the documents to realise their purpose.	<p><i>General description of the desired outcome or problem to be solved or issued to be addressed.</i></p> <ul style="list-style-type: none"> • <i>Brief created - define the desirable outcomes, specifications and constraints to be met by a successful technological solution. The brief must contain what the documents are to be used for and their purpose.</i> • <i>Evidence so evaluation can be made against the brief</i> • <i>provide evidence of complying with either copyright or recognised ethics.</i>
1.2	A plan of action is developed to realise the brief.	<ul style="list-style-type: none"> • <i>Outline of the requirements of the brief</i> • <i>Include pre-task document components</i> • <i>Key milestone outcomes</i> • <i>Resources outlined - time, expertise, finance (if required) and materials to achieve the outcomes of each milestone</i>