

Title	Produce simple desktop published documents using templates		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to produce, proof and print simple desktop published documents using templates.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 This unit standard covers the creation of three desktop published documents, each with the support of a template (or templates). It does not assess design in terms of layout.
- 2 Specifications for each document will be provided and must include but are not limited to – size and orientation, type and purpose of document, use of colour, file management, print layout requirements.
- 3 Legislation relevant to this unit standard includes but is not limited to the:
Copyright Act 1994;
Copyright (New Technologies) Amendment Act 2008;
and any subsequent amendments.
- 4 An assessment resource to support computing unit standards (levels 1 to 4) can be found on the NZQA website at www.nzqa.govt.nz/asm.
'The Computing Process - a clarification document' and a specific combined brief and task resource for assessing against unit standard 2792 can be found on the NZQA website.

Outcomes and evidence requirements

Outcome 1

Produce simple desktop published documents using templates.

Evidence requirements

- 1.1 Templates selected are appropriate for the type and purpose of the document.
- 1.2 Graphics and text are selected, oriented and sized according to the supplied specifications.

1.3 Colour is selected and used according to the supplied specifications.

Range may include but is not limited to – font colour, fill colour, background colour, image colour.

1.4 The document files are managed according to the file management specifications provided.

Range may include but is not limited to – file type, file name, file location.

Outcome 2

Proof and print the documents.

Evidence requirements

2.1 The documents are proofed and edited, as required, to meet the supplied specifications.

2.2 The documents are printed in accordance with the supplied specifications.

Planned review date	31 December 2016
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2015
Rollover and Revision	7	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	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.

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.