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| <b>Title</b> | <b>Produce desktop published documents for organisation use</b> |                |          |
| <b>Level</b> | <b>3</b>  | <b>Credits</b> | <b>6</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to: plan desktop published documents for organisation use; produce the documents in according to the specifications of a brief; and evaluate and print the documents. |
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| <b>Classification</b> | Computing > Generic Computing |
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| <b>Available grade</b> | Achieved |
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| <b>Entry information</b>                |   |
| <b>Recommended skills and knowledge</b> | Unit 2788, <i>Produce desktop published documents to meet a set brief</i> , or demonstrate equivalent knowledge and skills. |

### Explanatory notes

- Candidates must create a minimum of three different documents of which at least one must be multi-page. A different scenario must be given for each of the three documents, from which the candidate must decide the type of document that best meets the requirements of the scenarios. The final documents must be suitable for an organisation to use commercially.
- Images must retain original integrity (i.e. they should not be distorted and should be at the correct resolution for the intended output). In meeting brief specifications, text and graphics used must be appropriate for and relevant to the purpose of the document.
- Range**  
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. These considerations must be applied consistently throughout the documents.
- A *brief* is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains specifications against which the success or otherwise of the desktop published documents can be evaluated. The brief can be created either as part of the candidates employment (in the case of a workplace assessment) or in response to a set task.

- 5 A *plan* outlines how the requirements of the brief will be realised. Evidence of planning may be oral, written, and/or graphic. Depending on the assessment context, the plan may include:
- key milestone outcomes;
  - how resources such as time, expertise, and materials (and finance, if appropriate) will be used to achieve the outcomes of each milestone;
  - how consultation with stakeholders will be carried out to ensure that all constraints and requirements are met.
- 6 Definitions
- Conceptual design* is a representation clearly indicative of the final product.
- Organisation* describes the context the desktop published documents are designed for (e.g. businesses, not-for-profit organisations). It does not define or limit the situations in which the assessment evidence may be gathered.
- 7 Legislation relevant to this unit standard includes but is not limited to the:  
Copyright Act 1994;  
Copyright (New Technologies) Amendment Act 2008;  
Health and Safety in Employment Act 1992;  
and any subsequent amendments.
- 8 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](http://www.nzqa.govt.nz/asm).  
'*The Computing Process - a clarification document*' contains further information and can be found on the NZQA website.

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## Outcomes and evidence requirements

### Outcome 1

Plan desktop published documents for organisation use.

#### Evidence requirements

- 1.1 A brief is developed that identifies the requirements for the documents to realise their purpose.
- Range may include but is not limited to – target audience, specifications (including constraints).
- 1.2 A plan is developed to realise the brief.
- Range milestones, resources, stakeholder consultations.
- 1.3 Conceptual designs are produced in accordance with the specifications of the brief.

### Outcome 2

Produce the documents according to the specifications of the brief.

**Evidence requirements**

- 2.1 Text is formatted according to the brief's specifications.
- 2.2 Graphics are placed in the documents to meet the specifications.
- 2.3 The documents demonstrate the consistent application of the principles of page layout.
- 2.4 The documents are saved according to current conventions.

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

**Outcome 3**

Evaluate and print the documents.

**Evidence requirements**

- 3.1 The documents are evaluated to ensure they communicate effectively in terms of their readability, legibility, presentation, and accuracy.
- 3.2 The draft documents are proofed and edited to ensure that the brief is met.
- 3.3 Sources of text and graphic images used are referenced in accordance with recognised copyright requirements.
- 3.4 The edited documents are printed, reproducing text and graphics accurately and clearly, and in accordance with the brief.

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| <b>Planned review date</b> | 31 December 2016 |
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**Status information and last date for assessment for superseded versions**

| <b>Process</b>        | <b>Version</b> | <b>Date</b>       | <b>Last Date for Assessment</b> |
|-----------------------|----------------|-------------------|---------------------------------|
| 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                             |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 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.

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**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.