

# Learning Assessment Guide

## Unit Standard 2789 – Version 5

### Produce desktop published documents for organisation use

#### Level 3 – 5 Credits

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
<b>Learner's name:</b>			
<b>Employer:</b>			
<b>NSN no. (ROL):</b>		<b>DOB:</b>	
<b>Signed:</b>		<b>Date:</b>	
<b>Assessor to complete</b>			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
<b>Assessor's name:</b>		<b>Assessor's No.</b>	
<b>Signed:</b>		<b>Date:</b>	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- three folios containing evidence that you are able to produce desktop published documents for organisation use
- verification by your manager that the desktop published documents you produced meet organisation requirements
- an interview with the assessor to allow him/her to discuss anything about the assessment, the folios, the processes you used to produce the desktop published documents, and provide you with feedback on the assessment.

The tasks in this assessment are designed to show your assessor that you can:

- formulate briefs and plans for the production of desktop published documents for organisation use
- produce desktop published documents in accordance with briefs
- evaluate documents against their briefs, and print the edited products.

## Assessment Task One – Elements 1, 2 and 3

Task one is designed to allow the assessor to become familiar with the desktop published documents you produced, the organisation requirements of the documents and the process you used to produce the documents, and make a preliminary assessment based on the documents themselves and the evidence you have accumulated to show how you produced and evaluated the desktop published documents.

### **Task one**

Provide your assessor with copies of three folios each containing a desktop published document you have produced for your organisation. The three documents are to be:

- a multi-page document
- a single page document
- a folded document.

The contents of each folio should be clearly labelled, and contain:

- the final document
- the design brief, plan and conceptual design for the document
- the final evaluation made prior to final printing, showing final proofing and editing.

Any of the evidence that is supplied electronically may be in the form of an e-mail, CD or other portable memory, or access by the assessor to a computer with it on the hard drive or network. Discuss this with the assessor.

The assessor will assess the folios against the criteria in the *Judgement Guide* at the end of this Learning Assessment Guide. You will have the opportunity to discuss any aspect of the assessment that is not illustrated by the folios at the interview (See *Assessment Task Three*).

## Assessment Task Two – Elements 1, 2 and 3

Task two involves verification that the desktop published documents are your own work, and meet the organisations requirements, from your manager.

### *Task two instructions*

Find out from your assessor whether they require oral verification (through direct contact with your manager), or written verification.

If written verification is required:

- 1 Brief your manager on the content of this unit standard.
- 2 Ask your manager to complete the following verification form.
- 3 Ensure that the completed form is given to your assessor.

## Learner Verification Form – Unit Standard 2789

<b>Name of learner:</b>	
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This learner is currently being assessed toward unit standard 2789 – Produce desktop published documents for organisation use. Your knowledge of the learner is sought to verify whether or not the learner has produced the desktop published documents submitted for assessment, and that they meet the requirements of the organisation.

Please complete this form and arrange for it to be passed on to the 2787 assessor.

Did the learner plan, design and produce the documents for use by your organisation?	<b>Yes</b>	<b>No</b>
Do the learner's documents meet your organisation's success criteria?	<b>Yes</b>	<b>No</b>

**Comments:**

<b>Name:</b>		<b>Phone:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Email:</b>			

### Assessment Task Three – Elements 1, 2 and 3

Task three involves an interview with the assessor to discuss the folios, the processes you used to produce the desktop published documents, and the organisational requirements they were produced to meet.

It addresses all three elements to some degree.

#### *Task three instructions*

Arrange a time to discuss your folios with the assessor.

Your assessor will be particularly interested in the following features of your folios:

- The initial instructions you received from the organisation, and how you formulated these into the briefs.
- How you ensured that each brief identified the use, purpose and the target audience of the respective publication.
- How you ensured there would be sufficient detail in each brief to allow the finished documents to be evaluated against the respective brief.
- The process you used to develop the briefs into plans.
- Any key milestone outcomes you may have identified in the plans.
- Any resource requirements you may have identified as being required to achieve these outcomes.
- How you may have consulted with the stakeholders to ensure that their requirements and constraints would be met.
- The thinking behind the conceptual designs.
- The origin of the text and graphic images, and how you ensured these were referenced according to recognised ethical and copyright standards.
- The principles of page layout you used to create balance, proportion, harmony and sequence.
- How you checked that the documents communicate effectively, are accurate, legible, readable, and well presented.
- The way you verified that the completed documents realise the specifications set out in the brief.
- Clarification of any points that are unclear in the folio.

## Judgement Guide

These are the judgements that your assessor will use to assess you.

Does the learner demonstrate sound processes for establishing briefs, developing plans and forming conceptual designs?	<b>Yes</b>	<b>No</b>
Does the learner identify, in the design briefs, the use, purpose and the target audience of the documents?	<b>Yes</b>	<b>No</b>
Does the learner identify clear specifications, including constraints, required for each of the documents to realise their purpose?	<b>Yes</b>	<b>No</b>
Does each brief contain sufficient detail to allow the finished documents to be evaluated against the respective brief?	<b>Yes</b>	<b>No</b>
Are the brief's specifications interpreted into text formatting, and the use of graphics and other enhancements?	<b>Yes</b>	<b>No</b>
Does the learner show understanding of recognised ethical and copyright standards?	<b>Yes</b>	<b>No</b>
Does the learner show understanding of the principles of good page layout in terms of balance, proportion, harmony and sequence?	<b>Yes</b>	<b>No</b>
Do the documents show effective communication in terms of readability, legibility, presentation, and accuracy?	<b>Yes</b>	<b>No</b>
Were the drafts proofed and edited?	<b>Yes</b>	<b>No</b>
Do the final printed documents reproduce text and graphics accurately and clearly?	<b>Yes</b>	<b>No</b>
Do the final printed documents realise the specifications set out in the brief?	<b>Yes</b>	<b>No</b>