



National Unit Specification: general information

UNIT Capturing Digital Images (SCQF level 2)

CODE F7GB 08

SUMMARY

This Unit is a free-standing Unit within the computing area. It is designed for candidates studying in a supported learning environment who wish to develop their skills in the use of digital cameras and their computers.

This Unit is designed to help candidates become familiar with the process of capturing images using a digital camera, the transfer of digital images to a computer and the editing and display of the final product. Candidates can expect a high level of teacher/lecturer support throughout the delivery of this Unit.

OUTCOMES

- 1 Use a handheld digital device to capture images.
- 2 Transfer digital images from a handheld digital device to a computer.
- 3 Use an appropriate application to edit and display digital images.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

1 credit at SCQF level 2 (6 SCQF credit points at SCQF level 2*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates*

Administrative Information

Superclass: CB

Publication date: October 2009

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2009

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. Please contact the Customer Contact Centre, telephone 0845 279 1000.

National Unit Specification: general information (cont)

UNIT Capturing Digital Images (SCQF level 2)

CORE SKILLS

There is no automatic certification of Core Skills or Core Skills components in this Unit.

National Unit Specification: statement of standards

UNIT Capturing Digital Images (SCQF level 2)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME 1

Use a handheld digital device to capture images.

Performance Criteria

- (a) Select appropriate subjects for pictures.
- (b) Position and operate a handheld digital device correctly to capture images.
- (c) Use a handheld digital device to view and save and delete images.

OUTCOME 2

Transfer digital images from a handheld digital device to a computer.

Performance Criteria

- (a) Use computer to access appropriate application for transfer of digital images.
- (b) Connect digital device to computer using an appropriate connection.
- (c) Transfer images from digital device to computer following appropriate user instructions.

OUTCOME 3

Use an appropriate application to edit and display digital images.

Performance Criteria

- (a) Use a computer application to alter aspects of digital images.
- (b) Use a computer application to show the digital images in an appropriate format.

National Unit Specification: statement of standards (cont)

UNIT Capturing Digital Images (SCQF level 2)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

Candidates will receive directive support from their teacher/lecturer throughout the Unit. This means that the teacher/lecturer should issue explicit instructions to candidates to assist them in preparation for their assessment and where appropriate candidates may be prompted during the assessment itself. Prompting should be used to focus the candidate's attention on the activity to allow them to remain on task or get them back on track.

Each candidate should be allowed to provide evidence using his or her normal mode of communication which may be verbal or non-verbal.

Performance Evidence will be required in relation to Outcomes 1 and 2. Performance and Product evidence will be required for Outcome 3.

The specific evidence required to demonstrate the achievement of each Outcome is listed below:

For Outcome 1, each candidate must:

- ◆ select at least two subjects for images from a range of alternatives
- ◆ hold and operate a digital device (for example a digital camera or mobile phone) correctly to take at least two images
- ◆ use digital device to view two images and operate save and delete functions twice

For Outcome 2, each candidate must:

- ◆ open the appropriate application to transfer the digital images
- ◆ on two occasions connect the digital device correctly using the appropriate connection
- ◆ on two occasions transfer images correctly following user instructions

For Outcome 3, each candidate must:

- ◆ on two occasions, use a computer application to alter aspects of digital images
- ◆ on two occasions, use a computer application to show digital images in an appropriate format

National Unit Specification: support notes

UNIT Capturing Digital Images (SCQF level 2)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is a free-standing Unit in the Access 2 Computing Studies Course. It is designed for candidates studying in a supported learning environment who wish to develop their skills in capturing and displaying images using a computer.

This Unit is designed to help candidates become familiar with the use of digital technology and the capturing of images. With teacher/lecturer support candidates will learn how to capture and use a handheld digital device in a range of subjects and settings. Candidates will learn how to transfer the images to a computer with an appropriate connection. Candidates will then view save and delete images.

Teachers/lecturers could select appropriate subjects and settings depending on the age and individual abilities of each candidate. All relevant health and safety guidelines should be taken into account. Particular care and supervision should be taken when candidates are deleting images. A tripod could be used to balance the digital device if this is a requirement for the candidate.

Written permission must be sought when capturing images of individuals, where this is a policy requirement of the organisation/centre. Teachers/lecturers should also take into account relevant guidelines with regard to supervising candidates when outside the boundaries of the centre.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Learning and teaching approaches used should take into account the particular needs of the candidate group and the context in which they are studying.

Candidates could work in small groups or pairs to practice using digital devices, learning from each other. However, it is expected that there will be considerable teacher/lecturer input to prepare candidates for assessment, to encourage them to practice by using a digital device and to gradually introduce new subjects within the given range depending on the capability of each candidate. Candidates could be given a choice of locations when using a digital device where possible.

The teacher/lecturer should demonstrate fully the use of the digital device at each stage.

In **Outcome 1** candidates can work in a group to identify subjects and locations which could be captured by digital images. Visits could be undertaken to photographic exhibitions or art galleries. Pictorial examples could be shown to the candidates.

Digital devices used will be at the discretion of the centre. Where possible, candidates should be introduced to devices, their function and any health and safety requirements, in a practical context.

National Unit Specification: support notes (cont)

UNIT Capturing Digital Images (SCQF level 2)

The teacher/lecturer should fully demonstrate the use of each device prior to its use by the candidate. Terminology and procedures should also be introduced in the context of the practical exercises.

Subjects could be explored from the candidate's interest and hobbies. Locations could be selected by the group but should be within the constraints of the centre.

Appropriate subjects might include, for example:

- ◆ Person (Individual)
- ◆ People (Group)
- ◆ Nature
- ◆ Animals
- ◆ Birds
- ◆ Item from a hobby
- ◆ Item from home
- ◆ Food

Appropriate camera settings might include, for example:

- ◆ Indoor
- ◆ Outdoor
- ◆ Landscape
- ◆ Portrait
- ◆ Automatic

For **Outcome 2** candidates could work in pairs or individually. Candidates will receive directive support from their teacher/lecturer. Care must be given when attaching the connection to the computer and device.

Health and Safety issues should be reinforced, eg the connection of the camera to the computer; handling memory cards and handling the digital device.

For **Outcome 3** candidates could work in pairs or individually. Two images should be formatted; this could include:

- ◆ Changing image size
- ◆ Rotating the image
- ◆ Cropping the image
- ◆ Adding a border

More advanced features can be used depending on each candidate's prior knowledge.

Software used will be at the discretion of the centre.

National Unit Specification: support notes (cont)

UNIT Capturing Digital Images (SCQF level 2)

Images should be displayed in an appropriate format. These might include, for example:

- ◆ Images inserted into a Powerpoint slide show
- ◆ Printed images inserted into a photograph frame
- ◆ Printed images inserted into a worksheet
- ◆ Images presented in a wall display

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Although there are no direct opportunities to develop Core Skills through completing this Unit, it might be possible to deliver this Unit as part of a wider project which could contribute towards the achievement of Core Skills. For example, a project involving the creation of posters or presentations which incorporate images might contribute towards the Core Skills in *Communication* and *Information and Communication Technology*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Delivery of this Unit may be dictated by the hardware and software that is available to the centre. As such the activities suggested in this section are simply examples of what might be possible if the required hardware and software mentioned are available in centres.

Teachers/lecturers should select appropriate activities, depending on the individual abilities and interests of each candidate. Throughout the Unit candidates will be working in a supported learning environment. This means that prompting and support will be given as appropriate by the teacher/lecturer.

Evidence should be gathered as candidate's progress through their course. Each candidate should be allowed to produce the evidence using his/her preferred mode of communication which may be verbal or non verbal.

Observation checklists and other records of assessment such as video or audio recordings should be maintained and kept up to date in order to track candidate progress and to provide evidence for verification. Assessor observation checklists may relate to just one candidate, a group of candidates or a whole class.

Some examples of activities that could be used for the assessment of each Outcome are listed below.

Outcome 1

Candidates could generate evidence for Outcome 1 through an activity based approach by using their chosen digital device in a variety of settings dependent on their interests and hobbies. Prior to this, examples of images could be gathered by the teacher/lecturer to give the candidates a guide.

An observation checklist could be used to gather evidence and/or a video or audio recording could be taken of the process.

National Unit Specification: support notes (cont)

UNIT Capturing Digital Images (SCQF level 2)

Outcome 2

Similarly evidence could be gathered for Outcome 2 by an activity based approach and evidence could be collected in the form of an observation checklist and/or video or audio recording.

Outcome 3

Evidence could be gathered for Outcome 3 by the candidates using an appropriate application to edit and display images. An observation checklist could be used to gather evidence along with a copy of the finished product (for example: prints from an electronic slideshow, framed photographs, etc).

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements