

## COGSIGN20

### Produce graphical images using ICT – (Information Communication and Technology)



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#### Overview

This unit deals with the following:

1. Enter data to create and update images
2. Produce required graphical image by manipulating data
3. Output specified image to destination

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version: Unit 2.20 National Occupational Standards in Signmaking (CWP1)

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### Performance criteria

- You must be able to:*
- P1 obtain, when necessary, the authority to access files and images
  - P2 check and confirm that the required equipment and resources/hardware and software are available
  - P3 identify and locate sources of files and images required
  - P4 enter images completely using the appropriate input device correctly
  - P5 work within given timescales
  - P6 save files/images using approved organisational standard
  - P7 deal promptly with problems that are your responsibility and report those that you cannot solve and/or are not your responsibility, to the relevant person
  - P8 follow relevant health and safety and environmental requirements and legislation at all times
  - P9 establish, verify and check customer graphical image requirements
  - P10 identify options for graphical image and agree preferred solution with customer
  - P11 enter, select and combine stored images correctly
  - P12 select appropriate facilities to manipulate image
  - P13 use facilities to create additional elements to meet requirements
  - P14 use facilities to alter attributes to meet requirements
  - P15 check that the graphical image is complete and to customer requirements
  - P16 select the appropriate destination
  - P17 check the destination device is able to receive output
  - P18 verify and check that the image is complete and correct prior to output
  - P19 identify and set up output parameters to meet customer requirements
  - P20 check that the image is sent to correct destination
  - P21 check that the output is complete and meets the customer's requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 area of own responsibility and relevant reporting authority
- K2 methods of using Bitmap and Vector images for presentations
- K3 methods of saving and locating files
- K4 organisation's standards applicable to accessing images
- K5 methods of using file operations
- K6 methods of using input devices
- K7 who are the relevant personnel
- K8 what problems may occur
- K9 what is the appropriate action to take if there are problems
- K10 what legislation and organisational codes of practice are relevant
- K11 what are the consequences of not following legislation and organisational requirements
- K12 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K13 what are the consequences to you and to others of not following health and safety and environmental legislation
- K14 software available to produce images
- K15 standards used for producing images
- K16 software functions for formatting images
- K17 software functions for image layout
- K18 software functions for manipulating images
- K19 types of destination devices available
- K20 methods of using hard copy devices
- K21 methods of using magnetic storage devices
- K22 methods of communicating with selected devices

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### Additional Information

#### Glossary

##### **File**

New, existing

##### **Images**

Bitmap, Vector

##### **Input Device**

Keyboard, selection device, scanner, digitiser

##### **Organisation's Standards**

Naming convention, location, frequency

##### **Facilities**

Size, location, orientation, rotation, invert

##### **Attributes**

Colour, shade, patterns, size, shape

##### **Additional Elements**

Line, shape, text

##### **Destination**

Local, remote

##### **Destination Device**

Hard copy, printer, production plotter, file storage device, file transmittal device

##### **Output Parameters**

CCT profile, page range, number of copies, definition, colour

## **COGSIGN20**

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#### **Relevant Personnel**

Line manager, supervisor, team leader etc.

#### **Relevant Health and Safety and Environmental Requirements**

What your responsibilities are in respect of health and safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technology; Manufacturing technologies

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**Suite** Signmaking

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**Key words** authorisation, organisational method, customer requirements, manipulation, destination device, output