

COGSIGN41

Specify and produce graphical images using ICT – (Information Communication Technology)



Overview

This unit deals with the following:

1. Specify graphical images
2. Create and update required files
3. Produce required graphical image by manipulating data
4. Output graphical image to destination

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

Previous Version: Unit 3.21 National Occupational Standards in Signmaking

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Performance criteria

You must be able to:

- P1 agree and record client's image requirements
- P2 develop image options
- P3 agree the preferred image option with the client
- P4 identify sources of required data
- P5 obtain, when necessary authority to access data
- P6 follow relevant health and safety and environmental requirements and legislation at all times
- P7 identify and locate existing files and data to be updated
- P8 ensure that images are entered completely using the appropriate device correctly and within time constraints
- P9 take appropriate action to recover data in the event of file or data corruption
- P10 use the correct available automated procedures for image entry or checking
- P11 save files which are created or updated according to organisational standards
- P12 use appropriate facilities to enter, select and combine stored images correctly to meet requirements
- P13 select and use facilities correctly to manipulate image
- P14 ensure that additional elements are added correctly to meet requirements
- P15 amend attributes correctly to meet requirements
- P16 check that the graphical image is complete and to client's requirements
- P17 select destination device and materials which are suitable for document purpose
- P18 check that the destination device is ready to receive output
- P19 within the limits of your authority take remedial action if an unready condition occurs
- P20 check that the graphical image is complete and correct prior to output
- P21 ensure that output parameters are identified and set up correctly to meet output requirements
- P22 check that output is complete and meets client's requirements

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Knowledge and understanding

You need to know and understand:

- K1 software available to produce graphical images
- K2 types of image
- K3 standard image formats and layouts
- K4 options available for format and layout
- K5 sources of data
- K6 area of own responsibility and relevant reporting authority
- K7 organisation's standards applicable to accessing data
- K8 who are clients
- K9 what problems may occur
- K10 what is the appropriate action to take if there are problems
- K11 what legislation and organisational codes of practice are relevant
- K12 what are the consequences of not following legislation and organisational requirements
- K13 what health and safety and environmental requirements and legislation are relevant and how to follow them
- K14 what are the consequences to you and to others of not following health and safety and environmental legislation
- K15 methods of producing bitmap and vector images
- K16 methods of saving and locating files
- K17 methods of using file operations
- K18 methods of using input devices
- K19 available procedures for automating data entering and checking
- K20 methods of recovering from file or data corruption
- K21 software available to produce images
- K22 standards used for producing images
- K23 software functions for formatting images
- K24 software functions for image layout
- K25 software functions for manipulating images

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Additional Information

Glossary

Requirements

Purpose/rationale, content, timescale

Client

Internal/external

Data

Graphic, picture

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

Additional Elements

Line, shape, text

Attributes

Colour, grey scales, shade, patterns, size, shape

Destination Device

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

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device

Materials

Paper, film

Output Parameters

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

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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Suite Signmaking

Key words client requirements, sources of data, authorisation, bitmap image, vector image, software, destination device, output, manipulation