

COGSM32

Unit 32: Establish and Develop Detailed Design Work for Signmaking



Overview

This unit covers the skills and knowledge you will need to establish and develop detailed design work. This involves defining and agreeing resource requirements to develop the design, preparing your schedule of work for developing the design and finally preparing the final artwork/drawings.

This unit deals with the following:

1. Define and agree resource requirements to develop design
2. Prepare own schedule of work for developing design
3. Prepare final artwork/drawings

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

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Performance criteria

- You must be able to:*
- P1 Discuss and agree the limits of your responsibility for required work programme
 - P2 Identify your areas of work within overall programme
 - P3 Ensure that the skills necessary to complete each work area are clearly and accurately identified
 - P4 When required, identify and obtain costs from outside agencies that have the skills necessary to undertake the work
 - P5 Clearly present proposals for action, with details of all costs involved
 - P6 Follow relevant Health and Safety and environmental requirements and legislation at all times
 - P7 Identify and prioritise tasks
 - P8 Prepare the schedule of work for developing design in an appropriate format
 - P9 Ensure that the schedule takes account of on-going design priorities
 - P10 Disseminate the schedule to all relevant personnel
 - P11 Identify changes and priorities and adapt the schedule accordingly
 - P12 Establish monitoring arrangements to ensure programme is completed to timetable
 - P13 Discuss and agree the format for final artwork
 - P14 Prepare detailed final working drawings/plans
 - P15 Where appropriate, prepare scaled models
 - P16 Discuss and agree the final design work

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Knowledge and understanding

You need to know and understand:

- K1 How to produce typographical layouts
- K2 How to apply visualisation techniques
- K3 Methods to use to estimate resources involved in: printing and production process for graphic design; using colours within the production process; complex computer systems; software
- K4 How to use computer programming and desktop publishing
- K5 How to apply communication design in context
- K6 How to conduct skills analysis
- K7 How to invite tenders
- K8 How to prepare costs
- K9 The limits of personal responsibility within organisation
- K10 The Law in relation to published, printed and electronic material
- K11 The access, types and sources of information on: finance; legal or regulatory requirements of relevance to country of sale; printing and production process within graphic design; new technology and media used within graphic design; organisations or individuals capable of undertaking specialist areas of work
- K12 What problems may occur
- K13 What the appropriate action to take is if there are problems
- K14 What legislation and organisational codes of practice are relevant
- K15 What the consequences of not following legislation and organisational requirements are
- K16 What Health and Safety and environmental requirements and legislation are relevant and how to follow them
- K17 What the consequences to you and to others are of not following Health and Safety and environmental legislation
- K18 How to use planning tools e.g. critical path analysis or computer time tabling, to assist project management
- K19 How to apply time management
- K20 Methods of monitoring
- K21 The sources on organisational planning
- K22 The sources on monitoring arrangements
- K23 The development timetable
- K24 The overall production timetable
- K25 The project brief
- K26 Who the relevant personnel are
- K27 How to use planning tools e.g. critical path analysis or computer time tabling, to assist project management
- K28 How to monitor work programmes
- K29 What the signing off procedures are

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Additional Information

Glossary

Areas of Work: Own work, work of others

Proposals: Formal, informal

Tasks: Own work, work of others

Monitoring Arrangements: Formal, informal

Final Artwork: Own work, work of others

Relevant Personnel: Line manager, supervisor, team leader, client, supplier 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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