



NCFE Level 2 Certificate in Interactive Media

Candidate Information Pack

Candidate Name:
Centre Number:
Centre Name:
Tutor's Name:
Start Date:

Signatures

Candidate: Date:
Assessor: Date:
Internal Moderator*: Date:
External Moderator*: Date:

* for completion if part, or all, of the evidence has been sampled by the Internal and/or External Moderator

NCFE Level 2 Certificate in Interactive Media

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NCFE Level 2 Certificate in Interactive Media

Section 1: Introduction

Thank you for choosing an NCFE qualification. This information pack is yours to keep and is a place to record your progress.

Your NCFE qualification can help you progress to further qualifications or into employment. The following qualification overview explains this in more detail.

Qualification Overview

The NCFE Level 2 Certificate in Interactive Media has been accredited by the Qualifications and Curriculum Authority (QCA) as part of the National Qualifications Framework. Its QCA accreditation number is 100/5169/7.

The NCFE Level 2 Certificate in Interactive Media is an ideal qualification for those who have existing Interactive Media skills and wish to extend their knowledge and skills with a view to accessing further qualifications in a related area. You may also wish to use this knowledge to make more informed career choices.

The qualification comprises the following **three** mandatory units:

- ◆ Unit 01 Investigate ideas in the context of a design brief
- ◆ Unit 02 Explore interactive media products and processes
- ◆ Unit 03 Plan and produce a product using interactive media

and four optional units:

- ◆ Unit 04 Investigate and use text using interactive media
- ◆ Unit 05 Investigate and use moving images using interactive media
- ◆ Unit 06 Investigate and use sound using interactive media
- Unit 07 Use interactive equipment to write information to CD/DVD

You will need to complete **one** of these optional units.

Aims

The NCFE Level 2 Certificate in Interactive Media aims to:

- ◆ extend your skills in the use of interactive media and knowledge of interactive media processes
- ◆ provide a basis for progression into other areas of study and enable candidates to make more informed career choices

Section 1: Introduction

Opportunities for Further Education and Training

After successfully completing this qualification, you may like to go on to further study in qualifications such as:

- ◆ NCFE Level 3 Certificate in Interactive Media
- ◆ NCFE Levels 2 and 3 Certificates for IT Users
- ◆ NCFE Levels 2 and 3 Certificates in Telematics
- ◆ NCFE Levels 2 Certificate in Graphic Design
- ◆ NCFE Levels 2 and 3 Certificates in Art and Design
- ◆ NCFE Level 3 Certificate in Creative Craft
- ◆ Level 3 BTEC First in Media or Multimedia
- ◆ Level 3 National Diploma/Award/Certificate in Media

Links to Skills for Life

This qualification provides the opportunity for you to develop your Key Skills in Literacy, Language and Numeracy. You and your Tutor may decide that you can take an assessment for these Key Skills. If you are assessed and are successful, you will be given a certificate to show which Key Skills you have achieved.

Section 2: Completing your NCFE qualification

Why Use This Information Pack?

This information pack provides you with the learning outcomes you have to meet to achieve each unit of this qualification. The Pack will help you keep track of the work you have done and the work you still need to do to finish your portfolio. It will also help your Tutors and Moderators find their way around your portfolio so they can assess it. To help you, page 6 of this booklet gives you an example of how to use the pack. Once you have completed your portfolio, your Tutor will sign the front of the pack, to show it has been completed to his/her satisfaction.

The Internal and External Moderator

After your Tutor has assessed your work, another member of staff, the Internal Moderator, will review your Tutor's assessment. An External Moderator, employed by NCFE, will visit your centre and may wish to discuss the content of the course and the work you are doing with you and the other candidates. The External Moderator's role is to ensure your work has been assessed in accordance with NCFE's requirements. The Internal and/or External Moderator will also sign the front of the information pack, if your portfolio is one of those selected.

Certification

Once you have built up your portfolio of evidence to the satisfaction of your Tutor and the Internal and External Moderator, you will be awarded the NCFE Level 2 Certificate in Interactive Media.

Once your portfolio has been completed and signed off by your centre and the External Moderator, your centre will return a signed *Certificate Claim Form* to NCFE. Your certificate will be despatched to your centre within 15 working days of receipt of this form. Your centre will either forward the certificate to your home address, or notify you that it is available for collection.

If you do not achieve the full qualification you may claim a *Letter of Unit Credit* for the individual units you have completed. The centre where you are undertaking the qualification can request a *Letter of Unit Credit* from NCFE on your behalf once your evidence for that unit has been internally and externally moderated. Please speak to your course Tutor if you would like more details on how to claim a *Letter of Unit Credit*.

Section 2: Completing your NCFE qualification

Additional Support Requirements

NCFE recognises that you might require additional support in order to achieve your qualification; for example, if you have a permanent, or temporary, disability, medical condition or specific learning need. This may take the form of facilities to support reading or writing needs, a hearing, visual or physical impairment, facilities to support a medical condition or temporary injury, or facilities to support you if your first language is not English.

Your Tutor will discuss the most appropriate method of support to meet your needs and may notify NCFE of the support they are going to give you.

For more information your Tutor will be able to provide you with a full copy of NCFE's *Reasonable Adjustments and Special Considerations Policy*, or you can download it from www.ncfe.org.uk.

Appeals, Enquiries about Results and Complaints

If you have any queries or problems with your qualification, you should first talk to your Tutor, the Internal Moderator or another member of staff at your centre. If you have a complaint about the way your work has been assessed, or the support you have been given, you must raise the issues through your centre's own appeals or grievance policy (your Tutor should be able to give you a copy of this).

For more information your Tutor will be able to provide you with a full copy of NCFE's *Appeals and Enquiries about Results Policy*, or you can download it from www.ncfe.org.uk.

Malpractice and Misconduct

NCFE will act upon reports of suspected or actual cases of malpractice or misconduct received from candidates and other parties about a centre's activities or centre personnel which may affect the integrity of the qualification(s) and quality assurance systems.

If your centre suspects you have been involved in malpractice or misconduct (eg cheating) your certificate will not be issued during the course of the investigation. If the case is proven you may have a part of your assessment disallowed or, in serious cases, your final results may be void.

For more information your Tutor will be able to provide you with a full copy of NCFE's *Malpractice and Misconduct Policy*, or you can download it from www.ncfe.org.uk.

Section 2: Completing your NCFE qualification

Equal Opportunities

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background.

NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices, and in access to its qualifications. NCFE's *Equal Opportunities Statement* is available to download from www.ncfe.org.uk.

Data Protection

NCFE is registered under the Data Protection Act (1998) and is committed to maintaining the highest possible standards when handling personal information.

Section 3: Tracking your progress

How To Use This Information Pack

Below is an example of how the Pack should be completed. Use the columns as shown to write down what evidence you have put in your portfolio and to show your Tutor and the Moderators where it can be found. The individual pieces of work in your portfolio should be signed and dated by yourself and your Tutor or an independent witness. Your Tutor will make sure you are completing your pack correctly.

Unit 01 Customer care

Element 1.1: The importance of customer care

The learning outcomes for this section of the course are listed in this column.

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
1.1.1 Describe the term 'customer care'	Record of oral questioning	Section 3(a)
1.1.2 Discuss the effects of customer care	Record of group discussion	Tutor's file
What you must know:		
1.1.3 What is customer care	Assignment 1	Section 4(a) Assignment 1
1.1.4 Benefits of customer care	Assignment 1	Section 4(a) Assignment 1
1.1.5 Effects of poor customer care	Assignment 1	Section 4(a) Assignment 1

In this column, write down what evidence you have put in your file (eg letter to client; report). If a piece of evidence meets more than one learning outcome, include a description of it next to each relevant learning outcome.

In this column, write the location of the evidence within your portfolio, or elsewhere (eg central file with your centre; blue file). This directs your Assessor to the correct piece of evidence.

Section 3: *Tracking your progress*

Unit Summaries

Unit 01 Investigate ideas in the context of a design brief

In this unit, you will be presented with a design brief and will investigate a range of ideas and solutions in response to it. You will discuss your ideas with your Tutor and peers and will develop initial ideas in response to feedback, constraints and an evaluation of your own work. Health and Safety procedures in using interactive media will also be covered.

This unit has one element and is mandatory:

- ◆ Element 1.1 Investigate ideas in the context of a design brief

Unit 02 Explore interactive media products and processes

In this unit, you will investigate a range of interactive media software packages and will compare image types and will capture and create images using a range of methods and equipment, relevant to the design brief. You will compare file types and will develop understanding of image resolution issues. Health and Safety relating to the use of interactive media equipment and software will also be covered in this unit.

This unit has one element and is mandatory:

- ◆ Element 2.1 Explore interactive media products and processes

Unit 03 Plan and produce a product using interactive media

In this unit, you will plan for the production of your final work using the ideas you have developed and using appropriate software. You will produce your final work and will evaluate it with reference to the whole development process.

This unit has one element and is mandatory:

- ◆ Element 3.1 Plan and produce a product using interactive media

Unit 04 Investigate and use text using interactive media

In this unit, you will investigate a range of typefaces and the uses and suitability of text for on screen delivery. You should identify use of visual codes of colour and representation in interactive media and will experiment with on screen typographic layout

This unit has one element and is optional:

- ◆ Element 4.1 Investigate and use text using interactive media

Section 3: *Tracking your progress*

Unit 05 Investigate and use moving images using interactive media

In this unit, you will investigate how moving images can enhance an interactive product and will investigate the use of animation. You will develop interactive products that include video clips and simple animation and will apply control to moving images within the interactive environment.

This unit has one element and is optional:

- ◆ Element 5.1 Investigate and use moving images using interactive media

Unit 06 Investigate and use sound using interactive media

In this unit, you will experiment with digital sound files for various applications and will explore sampling resolutions. You will use sound files saving them in appropriate formats and will learn how to manipulate sounds for special effects.

This unit has one element and is optional:

- ◆ Element 6.1 Investigate and use sound using interactive media

Unit 07 Use interactive equipment to write information to CD/DVD

In this unit you will use suitable equipment to write information onto CD/DVD. You will copy a CD/DVD and will write data to different types of CD/DVD. You will also explore copyright law in and the possible consequence associated with non-compliance.

This unit has one element and is optional:

- ◆ Element 7.1 Use interactive equipment to write information to CD/DVD

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Unit 01 Investigate ideas in the context of a design brief

Element 1.1: Investigate ideas in the context of a design brief

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
1.1.1 Understand the requirements of a design brief and terminology in a interactive media environment		
1.1.2 Investigate a range of ideas and solutions in the context of the design brief		
1.1.3 Discuss ideas with Tutor and peers		
1.1.4 Change ideas in response to feedback, external factors and evaluation of own work		
1.1.5 Record the development of ideas		
1.1.6 Communicate development effectively		
1.1.7 Follow Health and Safety procedures		

What you must know:		
1.1.8 How to investigate a range of ideas and solutions to a design brief		
1.1.9 How to communicate the flow of an interactive idea		
1.1.10 Media methods available for recording development of ideas		
1.1.11 Health and Safety procedures		

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Unit 02

Explore interactive media products and processes

Element 2.1: Explore interactive media products and processes

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
2.1.1 Investigate the scope of a range of software packages		
2.1.2 Compare image types		
2.1.3 Use a range of methods and equipment to capture and create images		
2.1.4 Compare file types for compression and quality outcomes		
2.1.5 Investigate and understand image resolution issues		
2.1.6 Apply a range of image manipulation techniques		
2.1.7 Explain how hardware and software meets the design brief and its specifications		
2.1.8 Follow Health and Safety procedures		

Continued overleaf

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Unit 02 *Explore interactive media products and processes*

Element 2.1: Explore interactive media products and processes (continued)

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must know:		
2.1.9 The features of a range of interactive software packages		
2.1.10 Different image types		
2.1.11 Ways that equipment can be used to capture and create images		
2.1.12 The effect of compression on image quality		
2.1.13 The relationship between resolution and on-screen appearance		
2.1.14 How to manipulate captured images		
2.1.15 Relevant sections of Health and Safety legislation and regulations		

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Unit 03

Plan and produce a product using interactive media

Element 3.1: Plan and produce a product using interactive media

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
3.1.1 Plan and prepare for production of final work		
3.1.2 Use ideas developed to inform production of final work		
3.1.3 Produce and present the final interactive product making effective use of software and processes		
3.1.4 Follow Health and Safety procedures		
3.1.5 Evaluate the whole development process		

What you must know:		
3.1.6 How to plan and prepare to start and complete final work		
3.1.7 How the overall process leads to a final product		
3.1.8 How to produce and present final work which shows a competent level of skill using software and processes		
3.1.9 Health and Safety procedures		
3.1.10 How to present and evaluate final work		

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Unit 04 *Investigate and use text using interactive media*

Element 4.1: Investigate and use text using interactive media

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
4.1.1 Investigate a range of typefaces		
4.1.2 Investigate uses and suitability of text for on screen delivery		
4.1.3 Identify visual codes of colour and representation		
4.1.4 Experiment with on-screen typographic layout		

What you must know:		
4.1.5 Different typeface characteristics		
4.1.6 The uses and suitability of text for on screen delivery		
4.1.7 Varieties of text on-screen		
4.1.8 Functions of coloured text in interactive media		
4.1.9 Effects of text formats on interactive delivery		

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Unit 05

Investigate and use moving images using interactive media

Element 5.1: Investigate and use moving images using interactive media

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
5.1.1 Investigate how moving images can enhance an interactive product		
5.1.2 Investigate the use of animation		
5.1.3 Include video clips in an interactive product		
5.1.4 Include simple animation in an interactive product		
5.1.5 Apply control to moving images in an interactive environment		

What you must know:		
5.1.6 The value of moving images in interactive products		
5.1.7 The application of animated images		
5.1.8 The pros and cons of video in interactive media		
5.1.9 How to control video in an interactive environment		
5.1.10 How to produce video clips for interactive products		

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Unit 06

Investigate and use sound using interactive media

Element 6.1: Investigate and use sound using interactive media

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
6.1.1 Acquire or create sound files as appropriate		
6.1.2 Select appropriate sampling resolution		
6.1.3 Save sound files in appropriate formats		
6.1.4 Capture and use sound files		
6.1.5 Apply various filter effects where appropriate		

What you must know:		
6.1.6 How to acquire or create sound files as appropriate		
6.1.7 How to process sounds for various applications		
6.1.8 File formats for saving sound effects		
6.1.9 Ways to apply sounds in authoring environment		
6.1.10 How to manipulate sounds for special effects		

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Unit 07

Use interactive equipment to write information to CD/DVD

Element 7.1: Use interactive equipment to write information to CD/DVD

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must do:		
7.1.1 Select and start a suitable CD/DVD writing program		
7.1.2 Select an suitable CD for a particular purpose		
7.1.3 Use a CD/DVD writing program to copy a CD/DVD		
7.1.4 Write a CD image		
7.1.5 Write a CD from an image		
7.1.6 Write a data CD		
7.1.7 Add data to an existing data CD and a packet CD		
7.1.8 Format a CD as a packet CD		
7.1.9 Erase a re-writable CD/DVD		
7.1.10 Write to a writeable CD/DVD		

Continued overleaf

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Unit 07

Use interactive equipment to write information to CD/DVD

Element 7.1: Use interactive equipment to write information to CD/DVD (continued)

Learning Outcomes:	What you have done to show this	Where in your portfolio this can be found
What you must know:		
7.1.11 Different forms of CD production		
7.1.12 Types of CD/DVD		
7.1.13 Available programs for writing to CD/DVD		
7.1.14 The capabilities of different types of CD production		
7.1.15 The difference between open and closed CD/DVD		
7.1.16 Relevant aspects of copyright law and possible consequences associated with non compliance		

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About NCFE

NCFE is a national awarding body based in Newcastle upon Tyne. For over 150 years, NCFE has been researching, designing and accrediting work-related qualifications to meet national and regional needs. NCFE works with a range of centres such as colleges, private training companies, community groups and employers.

Throughout the UK, people are achieving qualifications developed by NCFE. This includes people who are:

- ◆ looking for work
- ◆ broadening their career prospects
- ◆ looking to make a career change
- ◆ returning to work after a career break
- ◆ learning about a new subject they are interested in

In many cases, you can enrol for an NCFE qualification without having any prior experience or qualifications. Much of the work you do will be assessed during the course.

Whatever you go on to do – further study or employment – you can use your NCFE certificate to demonstrate you have achieved a national qualification involving:

- ◆ practical, competence-based skills
- ◆ collecting and maintaining your own records
- ◆ managing your own time
- ◆ thinking for yourself
- ◆ maintaining a consistent standard of work

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All information contained in this publication is correct at the time of going to press.