Level 1 Qualification in Photo Imaging (7512)

Qualification handbook

Level 1 Qualification in Photo Imaging (7512)

Qualification handbook

Qualification title	Number	Ofqual ref.
Level 1 Certificate in Specialist Photography (Landscape)	7512-01	500/6853/2
Level 1 Certificate in Specialist Photography (Buildings)	7512-01	500/7360/6
Level 1 Certificate in Specialist Photography (Close-Up)	7512-01	500/6927/5
Level 1 Certificate in Specialist Photography (People)	7512-01	500/6928/7
Level 1 Certificate in Specialist Photography (Events)	7512-01	500/6929/9
Level 1 Award in Photography	7512-01	500/6886/6
Level 1 Award in Photo Image Capture & manipulation	7512-01	500/6878/7
Level 1 Award in Specialist Image Capture	7512-01	500/6825/8
Level 1 Award in Image Capture	7512-01	500/6877/5
Level 1 Award in Digital Image Manipulation	7512-01	500/7346/1
Level 1 Award in Darkroom Printing	7512-01	500/7345/x
Level 1 Award in Photo Image Presentation	7512-01	500/6930/5

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1 Introduction to the qualifications

This document contains the information that centres need to offer the following qualifications:

Qualification titles	City & Guilds qualification numbers	Ofqual accreditation numbers	Last registration date	Last certification date
Level 1 Certificate in Specialist Photography (Landscape)	7512-01	500/6853/2	Consult the Walled Garden/Online Catalogue for last dates	
Level 1 Certificate in Specialist Photography (Buildings)	7512-01	500/7360/6	Consult the Walled Garden/Online	
Level 1 Certificate in Specialist Photography (Close-Up)	7512-01	500/6927/5	Consult the Walled Garden/Online Catalogue for last dates	
Level 1 Certificate in Specialist Photography (People)	7512-01	500/6928/7	Consult the Walled Garden/Online	
Level 1 Certificate in Specialist Photography (Events)	7512-01	500/6929/9	Consult the Walled Garden/Online Catalogue for last dates	
Level 1 Award in Photography	7512-01	500/6886/6	Consult the Walled Garden/Online	
Level 1 Award in Photo Image Capture & manipulation	7512-01	500/6878/7	Consult the Walled Garden/Online	
Level 1 Award in Specialist Image Capture	7512-01	500/6825/8	Consult the Walled Garden/Online	
Level 1 Award in Image Capture	7512-01	500/6877/5	Consult the Walled Garden/Online Catalogue for last dates	
Level 1 Award in Digital Image Manipulation	7512-01	500/7346/1	Consult the Walled Garden/Online Catalogue for last dates	
Level 1 Award in Darkroom Printing	7512-01	500/7345/x	Consult the Walled Garden/Online	
Level 1 Award in Photo Image Presentation	7512-01	500/6930/5		

These qualifications:

- meet the needs of candidates who want to work in or learn about the photo imaging sector
- allow candidates to learn, develop and practice the skills required for development and/or employment and/or career progression in the photo imaging sector
- can be used as part of a **Foundation Learning Tier** programme and as part of the **Additional or Specialist Learning** for the 14-19 Diplomas
- provide valuable accreditation of skills and/or knowledge for candidates, without requiring or proving occupation competence

2   About the qualifications

These qualifications are for candidates who wish to learn the basic skills and knowledge of photo imaging at level 1, they support progression on to further study or training in the subject, and on to potential future employment in the sector. As a vocational award, the Level 1 qualifications provide the opportunity for learners not yet meeting the requirements of occupational competence, to begin developing the relevant skills and knowledge as a platform for further development. These qualification are also suitable for those who want to develop a personal interest or hobby.

This suite of Level 1 qualifications will replace the existing ones.

Accreditation details

These qualifications are accredited by the Qualifications and Curriculum Authority at Level 1 of the QCF.

The aims of these qualifications are to:
- meet the needs of learners who wish to develop their photo imaging skills and techniques
- meet the needs of learners who work or want to work in the photo imaging industry
- allow learners to learn, develop and practise the skills required for employment and/or career progression in the photo imaging industry
- to provide bite size chunks of learning, allowing learners to progress at their own pace
- be flexible in terms of delivery as they can be delivered either part-time or full-time
- to encourage progression by providing a framework for learners
- to meet the needs and objectives of those employed in the industry wishing to broaden their knowledge and skills
- to support the skills required within the photo imaging industry
- contribute to the knowledge and understanding towards the related Level 2 NVQ in Photo Imaging, whilst containing additional skills and knowledge which go beyond the scope of the NOS. See the N/SVQ Relationship mapping in 6.1 for further details.
- to increase participation and retention in education and training and to help overcome social exclusion
- to widen and increase participation in lifelong learning
- to combat fears of failure by ensuring that all achievement is recognised.

Specialist Learning (SL) offers young people the opportunity to study a particular topic in more depth or broaden their studies through complementary learning. This qualification has been approved as SL by the SSC/DDP and OfQual for the Foundation/Higher/Advanced Diploma in Creative and Media. It has been designed to:
- complement principal learning within the Foundation/Higher/Advanced Diploma in Creative and Media.
- provide a broad background understanding of the Creative and Media sector and an introduction to the practical skills and knowledge required
- provide an awareness of the range of jobs and work settings in the Creative and Media sector
- enable learners to make an informed assessment of their own aptitude for work in this sector and to make informed decisions about careers
- encourage learners to reach a level of knowledge and skills that will facilitate progress into further vocational learning or to potential employment in the sector
- introduce learners to the discipline of the working environment and to encourage mature attitudes to the community in general
- encourage learners to value continued learning and remain in the learning process

- allow learners to learn, develop and practise selected skills required for progression in the sector
- provide opportunities for progression to the Foundation/Higher/Advanced Diploma in Creative and Media and other related qualifications in the sector.

2.1   Qualification structure

This section provides information about the structure of the qualifications and unit combinations required for the qualifications. The following table lists all of the available units:

City & Guilds unit number	Unit title	Credits
Unit 101	Introduction to image capture	4
Unit 102	Introduction to image capture of landscapes	6
Unit 103	Introduction to image capture of buildings	6
Unit 104	Introduction to close-up image capture	6
Unit 105	Introduction to image capture of people	6
Unit 106	Introduction to image capture of events	6
Unit 107	Introduction to presenting photo images	3
Unit 108	Digital image manipulation	4
Unit 109	Darkroom printing	4

2.2 Qualification structure

The following qualifications will be awarded to candidates on successful completion of the required units as shown in the tables below:

7512-01	Level 1 Certificate in Specialist Photography	120 GLH	13 credits
Choose one specialist area from the following			
Photography (Landscape) (120 GLH)			
Mandatory units			
Unit 102	Introduction to image capture of landscapes	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Buildings) (120 GLH)			
Mandatory units			
Unit 103	Introduction to image capture of buildings	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Close-up) (120 GLH)			
Mandatory units			
Unit 104	Introduction to close up image capture	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (People) (120 GLH)			
Mandatory units			
Unit 105	Introduction to image capture of people	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4
Photography (Events) (120 GLH)			
Mandatory units			
Unit 106	Introduction to image capture of events	60	6
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4

Unit 109	Darkroom printing	30	4

7512 -01	**Level 1 Award in Photography**	**90 GLH**	**11 credits**
Mandatory units			
Unit 101	Introduction to image capture	30	4
Unit 107	Introduction to presenting photo images	30	3
Optional units: one from 108 or 109			
Unit 108	Digital image manipulation	30	4
Unit 109	Darkroom printing	30	4

7512-01	**Level 1 Award in Photo Image Capture**	**60GLH**	**8 credits**
	& Manipulation		
Unit 101	Introduction to image capture	30	4
Unit 108	Digital image manipulation	30	4

7512-01	**Level 1 Award in Specialist Image Capture**	**60 GLH**	**6 credits**
Choose one specialist area from the following			
Image Capture of Landscapes (60 GLH)			
Unit 102	Introduction to image capture of landscapes	60	6
Image Capture of Buildings (60 GLH)			
Unit 103	Introduction to image capture of buildings	60	6
Close-up Image Capture (60 GLH)			
Unit 104	Introduction to close-up image capture	60	6
Image Capture of People (60GLH)			
Unit 105	Introduction to image capture of people	60	6
Image Capture of Events (60 GLH)			
Unit 106	Introduction to images capture of events	60	6

7512-01	**Level 1 Award in Image Capture**	**30 GLH**	**4 credits**
Unit 101	Introduction to image capture	30	4

7512-01	**Level 1 Award in Digital Image Manipulation**	**30 GLH**	**4 credits**
Unit 108	Digital image manipulation	30	4

7512-01	**Level 1 Award in Darkroom Printing**	**30GLH**	**4 credits**
Unit 109	Darkroom printing	30	4

7512-01	**Level 1 Award in Photo Image Presentation**	**30 GLH**	**3 credits**
Unit 107	Introduction to presenting photo images	30	3

3 Claiming Certificates for Pathways

Certificate Claim Unit Numbers

The majority of the pathways have the same qualification number therefore to ensure you receive the right certificate when you register your learners please use the certificate claim numbers from the tables below. You must enter the relevant Certificate Claim Number as a P or X in Walled Garden in order to claim the correct Certificate, such as 901.

For example if you register a learner for 7512-93 and want to claim a certificate for the Level 1 Award in Photography you also need to enter 906

Pathways	Cert Claim Numbers
Level 1 Certificate in Specialist Photography	
(Landscape)	901
(Buildings)	902
(Close-up)	903
(People)	904
(Events)	905
Level 1 Award in Photography	906
Level 1 Award in Photo Image Capture & manipulation	907
Level 1 Award in Specialist Image Capture	
Image Capture of Landscapes	908
Image Capture of Buildings	909
Close-up Image Capture	910
Image Capture of People	911
Image Capture of Events	912
Level 1 Award in Image Capture	913
Level 1 Award in Digital Image Manipulation	914
Level 1 Award in Darkroom Printing	915
Level 1 Award in Photo Image Presentation	916

Support Materials
City & Guilds also provides the following publications and resources specifically for these qualifications:

Description	How to access
Qualification Handbook	www.cityandguilds.com
Assessment pack for centres	www.cityandguilds.com
Online Photography Gallery	www.cityandguilds.com
Example Schemes of Work	www.cityandguilds.com
Learner Guides	www.cityandguilds.com

| Memory Sticks | Email: photo@cityandguilds.com |
| SmartScreen | www.smartscreen.co.uk |

Contacting City & Guilds by e-mail

The following e-mail addresses give direct access to our Customer Relations team.

e-mail	Query types
photo@cityandguilds.com	All queries related to this suite of qualificaitons
learnersupport@cityandguilds.com	all learner enquiries, including • requesting a replacement certificate • information about our qualification • finding a centre.
centresupport@cityandguilds.com	all centre enquiries
walledgarden@cityandguilds.com	all enquiries relating to the Walled Garden, including • setting up an account • resetting passwords.

City & Guilds websites

Website	Address	Purpose and content
City & Guilds main website	**www.cityandguilds.com**	This is the main website for finding out about the City & Guilds group, accessing qualification information and publications.
SmartScreen	**www.smartscreen.co.uk**	SmartScreen is the City & Guilds online learning support website. It gives registered subscribers access to qualification-specific support materials.
Walled Garden	**www.walled-garden.com**	The Walled Garden is a qualification administration portal for approved centres, enabling them to register candidates and claim certification online.

The qualification specification includes suggested resources for each unit:

Resource	How to access
Starting Photography 5th Edition (Langford)	Focal Press 770.3LAN
Basic Photography 8th Edition (Langford)	Focal Press 770.3LAN
A concise history of photography (Gernsheim)	Focal Press 770.3
Colour management for Photographers (Andrew Rodney)	Focal press 771.4ROD

Digital imaging (Mark Galer)	Focal press 778.6GAL
Digital photography A-Z (Cope)	Thames and Hudson 771.LOP
Complete guide to digital imaging (Lacey)	Thames and Hudson 778.3LAC
Essentials of digital photography (Kasai)	New Rider 778.3KAS
Digital darkroom (Cope)	Retrovision 771.4COP
Advanced digital photography workbook	Butler Focal 778.6

4   Centre requirements

This section outlines the approval processes for Centres to offer these qualifications and any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

Centres not yet approved by City & Guilds

To offer these qualifications, centres will need to gain both **centre and qualification approval**. Please refer to our website for further information.

Existing City & Guilds centres

To offer this these qualifications, centres already approved to deliver City & Guilds qualifications will need to gain **qualification approval**. Please refer to our website **Error! Reference source not found.**for further information.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer one of the following qualifications may apply for approval for the equivalent qualifications in Photo Imaging (7512) using the **fast track approval form**, available from the City & Guilds website:

The 7512 Photo Imaging Qualifications are the 7511 Photo Imaging migrated onto the QCF *(Qualifications and Credit Framework)*. If you currently offer a L1 7511 Photo Imaging qualification you will get automatic approval for the equivalent in the 7512 Photo Imaging.

Centres may apply to offer the new qualifications using the fast track form
- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast track approval is still current at the time of application.

The standard form is called **Form FTAP**, and is available from the City & Guilds website: **http://www.cityandguilds.com/cps/rde/xchg/SID-0AC0478C-70034104/cgonline/hs.xsl/17892.html**

4.1   Resource requirements

Physical resources and site agreements

Centres must provide access to sufficient professional quality equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

It is acceptable for centres to use specially designated areas within a centre to assess, for example, the installation of specialised electrical systems, alignment and setting up of electric motors and driven devices (pumps, compressors, generators). The equipment, systems and machinery must meet industrial standards and be capable of being used under normal working conditions, for example electric motors must have a method of applying sufficient power and not be connected up to show movement.

It is recommended that centres have a range of equipment in order to deliver the qualifications – this is an approval requirement. It is not satisfactory to expect candidates undertaking the course of study to own all of the required equipment, although it will be expected that they will own a fully adjustable good quality camera. Centres should always provide enough equipment for candidates to complete tasks, although in some cases some of this equipment may be owned by candidate. General Guidance requirements for centres are on a ratio of 2:1 (see specific recommendations below). Centres should provide cameras which offer advanced features and have manually adjustable settings. It is also useful to have some tripods and cable/remote releases available. The following should be seen as minimum requirements:

Centres must provide access to sufficient professional quality equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

It is acceptable for centres to use specially designated areas within a centre to assess, for example, the installation of specialised electrical systems, alignment and setting up of electric motors and driven devices (pumps, compressors, generators). The equipment, systems and machinery must meet industrial standards and be capable of being used under normal working conditions, for example electric motors must have a method of applying sufficient power and not be connected up to show movement.

It is recommended that centres have a range of equipment in order to deliver the qualifications – this is an approval requirement. It is not satisfactory to expect candidates undertaking the course of study to own all of the required equipment, although it will be expected that they will own a fully adjustable good quality camera. Centres should always provide enough equipment for candidates to complete tasks. Candidates should have access to the minimum of a 35 mm compact camera, or digital compact camera. (Please note that the use of camera functions built into mobile phones are **not** recommended, as they do not allow sufficient user control and adjustment.)

General guidance requirements for centres are on a ratio of 2:1 (see specific recommendations below). Centres should provide cameras which offer advanced features and have manually adjustable settings. It is also useful to have some tripods and cable/remote releases available. The following should be seen as minimum requirements:

For Centres wishing to offer darkroom routes for candidate completion of units:

Silver Darkroom
small format enlargers workstations (ratio of 2 candidates per enlarger)

daylight processing tanks & related equipment to enable 35mm black & white film processing (ratio of 2 candidates per tank)

For Centres wishing to offer digital photography routes for candidate completion of units: Digital darkroom
PC or MAC workstation (ratio of 2 candidates per workstation)
Flat bed scanner
Photo Ink jet printer/dye sub printer

Centres are advised to discuss the suitability of their equipment and facilities with their E.V, who will then be able to recommend the range of units which may realistically be offered by the centre.

Human resources

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have verifiable and relevant current industry experience and competence of their occupational working area at or above the level being assessed.
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

Assessors' and Quality Assurance Co-ordinators' experience and competence could be evidenced by:
- curriculum vitae and references
- possession of a relevant NVQ/SVQ
- corporate membership of a relevant professional institution
- continuing professional development (CPD).

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Continuing professional development (CPD)
Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

External quality assurance
External quality assurance for the qualifications will be provided by City & Guilds external verification process.

External Verifiers are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External verification is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

To carry out their quality assurance role, External Verifiers must have appropriate occupational and verifying knowledge and expertise. City & Guilds External Verifiers attend training and development designed to keep them up-to-date, facilitate standardisation between verifiers and share good practice.

External Verifiers:
The role of the External Verifier is to:
- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- regularly visit centres to ensure they continue to meet the centre and qualification approval criteria
- provide feedback to centres and to City & Guilds.

4.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking these qualifications. However, centres must ensure that candidates have the potential and opportunity to successfully gain the qualifications.

Age restrictions

There are no age limits attached to candidates undertaking the qualifications unless this is a legal requirement of the process or the environment.

Other legal considerations

Data protection and confidentiality

Data protection and confidentiality must not be overlooked when planning the delivery of this qualification.

Centres offering these qualifications may need to provide City & Guilds with personal data for staff and candidates. Guidance on data protection and the obligations of City & Guilds and centres are explained in *Providing City & Guilds qualifications*.

Protecting identity

It is extremely important to protect the identity of the service users encountered by candidates in the work setting, eg customers and clients.

Confidential information must not be included in candidate portfolios or assessment records. Confidential information should remain in its usual location, and a reference should be made to it in the portfolio or assessment records.

Images of minors being used as evidence

If videos or photographs of minors (those under 18) are used as the medium to present evidence as part of the qualifications, **both centre and candidate** have responsibilities for meeting child protection legislation.

It is the responsibility of the centre to inform the candidate of the
- need to obtain permission from the minor's parent/guardian prior to collecting the evidence
- reasons and restrictions for using photographs or video recordings as evidence
- period of time for which the photographs or video recordings may be kept
- obligation to keep photographs or video recordings secure from unauthorised access
- secure electronic storage requirements of photographs or video recordings
- associated child protection legislation.

5 Units

Availability of units

The units for these qualifications follow.
They may also be obtained from the centre resources section of the City & Guilds website.

Structure of units

The units in these qualifications are written in a standard format and comprise the following:
- City & Guilds reference number
- title
- level
- credit value
- unit aim
- statement of guided learning hours
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes in detail expressed as practical skills and/ or underpinning knowledge
- range
- notes for guidance (where applicable).

The learning outcomes and assessment criteria are also viewable on the National Database of Accredited Qualifications (NDAQ) **www.accreditedqualifications.org.uk**

Summary of units

City & Guilds unit number	Title	Credits
Unit 101	Introduction to image capture	4
Unit 102	Introduction to image capture of landscapes	6
Unit 103	Introduction to image capture of buildings	6
Unit 104	Introduction to close-up image capture	6
Unit 105	Introduction to image capture of people	6
Unit 106	Introduction to image capture of events	6
Unit 107	Introduction to presenting photo images	3
Unit 108	Digital image manipulation	4
Unit 109	Darkroom printing	4

Unit 101   Introduction to image capture

Level: 1

Credit value: 4

Unit aim

The aim of this unit is to introduce the learner to the basics of photo image capture.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials to capture images.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes

There is **one** outcome to this unit. The candidate will be able to

- Prepare and use camera to capture images

Guided learning hours

It is recommended that **30** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:
- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1.2
- Information Technology IT1.1, IT1.2
- Working with others WWO1, WWO2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:
- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 101   Introduction to image capture
Outcome 1   Prepare and use camera to capture images

Practical skills
The candidate will be able to:

1   install and check batteries

2   install and prepare storage **media**

3   use camera **controls and modes**

4   select **subject type**

5   compose and frame images

6   set and use lens or lenses

7   use autoflash as appropriate

8   capture and store images safely

Underpinning knowledge
The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **subject types**

5   outline the stages involved in composing images

6   outline how to use **cameras** and lenses safely

7   identify **lighting quality**

8   outline image **storage methods**

Range

Media
Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes
Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Subject types
People, places, objects

Cameras
Small format, digital, SLR, DSLR, compact, viewfinder, disposable

Lighting quality
Daylight (direct, diffuse), flash light, artificial light
Storage methods
Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 102   Introduction to image capture of landscapes

Level: 1

Credit value: 6

Unit aim
The aim of this unit is to introduce the learner to the basics of photo image capture of landscapes.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes
There are **two** outcomes to this unit. The candidate will be able to
- Prepare and use camera to capture images of landscapes
- Produce landscape images

Guided learning hours
It is recommended that **60** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills
This unit contributes towards the Key Skills in the following areas:
- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1.2
- Information Technology IT1.1, IT1.2
- Working with others WWO1, WWO2

Assessment and grading
This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:
- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 102   Introduction to image capture of landscapes

Outcome 1   Prepare and use camera to capture images of landscapes

Assessment criteria

Practical skills
The candidate will be able to:

1   install and check batteries, accessories and camera functions

2   install and prepare storage **media** for landscape images

3   use camera **controls and modes** for landscape images

4   select, compose and frame landscape images

5   set and use lens or lenses

6   capture landscape images taking into account **environmental and lighting conditions**

7   store landscape images safely and securely

Underpinning knowledge
The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **types of landscapes**

5   outline the stages involved in composing images

6   outline how to use **cameras, lenses and accessories** safely

7   identify **lighting quality**

8   identify **environmental and lighting conditions**

9   outline image **storage methods**

Range

Media
Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes
Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Environmental and lighting conditions
Weather, temperature, season, balance of light, time of day

Types of landscapes

Seascapes, sky, urban, industrial, rural

Cameras, lenses and accessories

Small format, digital, SLR, DSLR, compact, viewfinder, tri-pod, mono-pod, camera support, lens hood, filters

Lighting quality

Daylight (direct, diffuse), flash light, artificial light

Storage methods

Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 102 Introduction to image capture of landscapes
Outcome 2 Produce landscape images

Practical skills

The candidate will be able to:

1   process landscape images safely and securely

2   output landscape images for viewing

3   check **image quality**

Underpinning knowledge

The candidate will be able to:

1   identify **processes, materials and equipment**

2   outline the role of **external image processors**

3   describe how to check **image quality**

Range

Image quality

Images corrected for density, colour, sharpness

Processes, materials and equipment

Silver-based materials and processing, digital capture materials (storage media, card readers, image processing programmes, hardware, software)

External image processors

Processing laboratories (high street retail, the Internet), digital bureaux, methods of instruction and terminology

Unit 103   Introduction to image capture of buildings

Level: 1

Credit value: 6

Unit aim

The aim of this unit is to introduce the learner to the basics of photo image capture of buildings.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes

There are **two** outcomes to this unit. The candidate will be able to
- Prepare and use camera to capture images of buildings
- Produce images of buildings

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:
- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1.2
- Information Technology IT1.1, IT1.2
- Working with others WWO1, WWO2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:
- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 103   Introduction to image capture of buildings

Outcome 1   Prepare and use camera to capture images of buildings

Assessment criteria

Practical skills
The candidate will be able to:

1   install and check batteries, accessories and camera functions

2   install and prepare storage **media** for images of buildings

3   use camera **controls and modes** for images of buildings

4   select, compose and frame images of buildings

5   set and use lens or lenses

6   capture images of buildings taking into account **environmental and lighting conditions**

7   store images of buildings safely and securely

Underpinning knowledge
The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **types of buildings**

5   outline the stages involved in composing images

6   outline how to use **cameras, lenses and accessories** safely

7   identify **lighting quality**

8   identify **environmental and lighting conditions**

9   outline image **storage methods**

Range

Media
Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes
Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Environmental and lighting conditions
Weather, temperature, season, balance of light, time of day

Types of buildings

Periods, styles, materials, usage

Cameras, lenses and accessories

Small format, digital, SLR, DSLR, compact, viewfinder, tri-pod, mono-pod, camera support, lens hood, filters

Lighting quality

Daylight (direct, diffuse), flash light, artificial light

Storage methods

Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 103   Introduction to image capture of buildings

Outcome 2   Produce images of buildings

Practical skills

The candidate will be able to:

1   process images of buildings safely and securely

2   output images of buildings for viewing

3   check **image quality**

Underpinning knowledge

The candidate will be able to:

1   identify **processes, materials and equipment**

2   outline the role of **external image processors**

3   describe how to check **image quality**

Range

Image quality

Images corrected for density, colour, sharpness

Processes, materials and equipment

Silver-based materials and processing, digital capture materials (storage media, card readers, image processing programmes, hardware, software)

External image processors

Processing laboratories (high street retail, the Internet), digital bureaux, methods of instruction and terminology

Unit 104 Introduction to close-up image capture

Level: 1

Credit value: 6

Unit aim

The aim of this unit is to introduce the learner to the basics of photo image capture using close-up techniques.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes

There are **two** outcomes to this unit. The candidate will be able to
- Prepare and use camera to capture close-up images
- Produce close-up images

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:
- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1,2, N1.3
- Working with others WWO1

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:
- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 104   Introduction to close-up image capture
Outcome 1   Prepare and use camera to capture close-up images

Assessment criteria

Practical skills
The candidate will be able to:

1   install and check batteries, accessories and camera functions

2   install and prepare storage **media** for close-up images

3   use camera **controls and modes** for close-up images

4   select, compose and frame close-up images

5   set and use lens or lenses

6   capture close-up images taking into account **environmental and lighting conditions**

7   store close-up images safely and securely

Underpinning knowledge
The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **types of close-up images**

5   outline the stages involved in composing images

6   outline how to use **cameras, lenses and accessories** safely

7   identify **lighting quality**

8   identify **environmental and lighting conditions**

9   outline image **storage methods**

Range

Media
Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes
Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Environmental and lighting conditions
Weather, temperature, season, balance of light, time of day

Types of close-up images
Technical/record, natural history, abstract

Cameras, lenses and accessories
Small format, digital, SLR, DSLR, compact, viewfinder, tri-pod, mono-pod, camera support, lens hood, filters, attachments

Lighting quality
Daylight (direct, diffuse), flash light, artificial light

Storage methods
Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 104 Introduction to close-up image capture
Outcome 2 Produce close-up images

Practical skills

The candidate will be able to:

1   process close-up images safely and securely

2   output close-up images for viewing

3   check **image quality**

Underpinning knowledge

The candidate will be able to:

1   identify **processes, materials and equipment**

2   outline the role of **external image processors**

3   describe how to check **image quality**

Range

Image quality

Images corrected for density, colour, sharpness

Processes, materials and equipment

Silver-based materials and processing, digital capture materials (storage media, card readers, image processing programmes, hardware, software)

External image processors

Processing laboratories (high street retail, the Internet), digital bureaux, methods of instruction and terminology

Unit 105   Introduction to image capture of people

Level: 1

Credit value: 6

Unit aim

The aim of this unit is to introduce the learner to the basics of photo image capture of people.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes

There are **two** outcomes to this unit. The candidate will be able to

- Prepare and use camera to capture images of people
- Produce images of people

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1.2
- Information Technology IT1.1, IT1.2
- Working with others WWO1, WWO2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:

- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website **www.cityandguilds.com**

Unit 105   Introduction to image capture of people

Outcome 1   Prepare and use camera to capture images of people

Assessment criteria

Practical skills
The candidate will be able to:

1   install and check batteries, accessories and camera functions

2   install and prepare storage **media** for image capture of people

3   use camera **controls and modes** for image capture of people

4   select, compose and frame images of people

5   set and use lens or lenses

6   capture images of people taking into account **environmental and lighting conditions**

7   store images of people safely and securely

Underpinning knowledge
The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **types of images of people**

5   outline the stages involved in composing images

6   outline how to use **cameras, lenses and accessories** safely

7   identify **lighting quality**

8   identify **environmental and lighting conditions**

9   outline image **storage methods**

Range

Media
Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes
Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Environmental and lighting conditions
Weather, temperature, season, balance of light, time of day

Types of images of people

Formal, informal, candid

Cameras, lenses and accessories

Small format, digital, SLR, DSLR, compact, viewfinder, tri-pod, mono-pod, camera support, lens hood, filters

Lighting quality

Daylight (direct, diffuse), flash light, artificial light

Storage methods

Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 105 Introduction to image capture of people
Outcome 2 Produce images of people

Practical skills

The candidate will be able to:

1 process images of people safely and securely

2 output images of people for viewing

3 check **image quality**

Underpinning knowledge

The candidate will be able to:

1 identify **processes, materials and equipment**

2 outline the role of **external image processors**

3 describe how to check **image quality**

Range

Image quality

Images corrected for density, colour, sharpness

Processes, materials and equipment

Silver-based materials and processing, digital capture materials (storage media, card readers, image processing programmes, hardware, software)

External image processors

Processing laboratories (high street retail, the Internet), digital bureaux, methods of instruction and terminology

Unit 106 Introduction to image capture of events

Level: 1

Credit value: 6

Unit aim

The aim of this unit is to introduce the learner to the basics of photo image capture of events.

The skills developed by the learner include technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and materials.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out and concluded.

Learning outcomes

There are **two** outcomes to this unit. The candidate will be able to

- Prepare and use camera to capture images of events
- Produce images of events

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.1, N1.2
- Information Technology IT1.1, IT1.2
- Working with others WWO1, WWO2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:

- Produce a folio of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website **www.cityandguilds.com**

Unit 106   Introduction to image capture of events

Outcome 1   Prepare and use camera to capture images of events

Practical skills

The candidate will be able to:

1   install and check batteries, accessories and camera functions

2   install and prepare storage **media** for image capture of events

3   use camera **controls and modes** for image capture of events

4   select, compose and frame images

5   set and use lens or lenses

6   capture images of events taking into account **environmental and lighting conditions**

7   store images safely and securely

Underpinning knowledge

The candidate will be able to:

1   outline how to install and check batteries

2   outline how to install and prepare storage **media**

3   state the function of camera **controls and modes**

4   identify **types of events**

5   outline the stages involved in composing images

6   outline how to use **cameras, lenses and accessories** safely

7   identify **lighting quality**

8   identify **environmental and lighting conditions**

9   outline image **storage methods**

Range

Media

Storage/memory cards, film (black and white, colour negative, colour reversal)

Controls and modes

Auto, manual, programme, shutter, aperture, subject/exposure/focus control modes

Environmental and lighting conditions

Weather, temperature, season, balance of light, time of day

Types of events

News, social, sports, non-repeatable

Cameras, lenses and accessories

Small format, digital, SLR, DSLR, compact, viewfinder, tri-pod, mono-pod, camera support, lens hood, filters

Lighting quality

Daylight (direct, diffuse), flash light, artificial light

Storage methods

Use of: hard disks, camera cards, memory sticks, CDs, DVDs, exposed films

Unit 106 Introduction to image capture of events
Outcome 2 Produce images of events

Practical skills

The candidate will be able to:

1 process images of events safely and securely

2 output images of events for viewing

3 check **image quality**

Underpinning knowledge

The candidate will be able to:

1 identify **processes, materials and equipment**

2 outline the role of **external image processors**

3 describe how to check **image quality**

Range

Image quality

Images corrected for density, colour, sharpness

Processes, materials and equipment

Silver-based materials and processing, digital capture materials (storage media, card readers, image processing programmes, hardware, software)

External image processors

Processing laboratories (high street retail, the Internet), digital bureaux, methods of instruction and terminology

Unit 107   Introduction to presenting photo images

Level: 1

Credit value: 3

Unit aims

The aim of this unit is to introduce the learner to the basics of presenting photo images.

The skills developed by the learner include technical, practical, and visual. These skills will include using equipment and materials.

Learning outcomes

There is **one** outcome to this unit. The candidate will be able to

- Present photo images for viewing

Guided learning hours

It is recommended that **30** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2
- Application of number N1.2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:

- Presentation of images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 107 Introduction to presenting photo images
Outcome 1 Present photo images for viewing

Assessment criteria

Practical skills
The candidate will be able to:

1. select **presentation method**

2. use **materials** and **equipment**

3. prepare final images for viewing

4. present final images for viewing

Underpinning knowledge
The candidate will be able to:

1. identify methods of presenting final images

2. identify **materials** and **equipment**

3. outline how to prepare and present final images for viewing

4. outline the **hazards** when using **materials** and **equipment**

5. outline **legal and ethical considerations**

Range

Presentation methods
Presentation wallets, window mounting, card mounting (with and without overlays) foamboard, digital presentation programmes, reversal film (transparencies), digital image files for projection electronically, or for presentation with digital presentation software, prints (any output method on paper, including silver gelatine, chromegenic dye, colour inks)

Materials
Presentation wallets, mounting card foamboard, wet mount materials, cold mount materials, spray adhesives, tape adhesives, laminating film.

Equipment
Cutting tools (including hand held) rotary trimmers, projectors light box, laminator, storage media, electronic printers for creating dye prints from digital image files

Hazards
Inadequate ventilation, manual handling, faulty electrical equipment, airborne hazards, equipment.

Legal and ethical considerations
Intellectual property rights, obscenity, confidentiality, images of minors.

Unit 108   Digital image manipulation

Level: **1**

Credit value: **4**

Unit aim

The aim of this unit is to introduce the learner to the basics of manipulating digital images.

The skills developed by the learner include creative, technical, visual and interpersonal. These skills will include setting up, using, dismantling and storing equipment and digital data.

The knowledge acquired by the learner will enable them to understand how photographic work is prepared, organised, carried out, processed, manipulated, and concluded.

Learning outcomes

There is **one** outcome to this unit. The candidate will be able to

o   Produce manipulated images

Guided learning hours

It is recommended that **30** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills

This unit contributes towards the Key Skills in the following areas:

- Communication C1.1, C1.2, C1.3
- Problem Solving PS1.1, PS1.2, PS1.3
- Application of number N1.2
- Information Technology IT1.1, IT1.2

Assessment and grading

This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:

- Manipulate images
- Written account

The Assessment Pack is available to download for free from the City & Guilds website **www.cityandguilds.com**

Unit 108　　　Digital image manipulation
Outcome 1　　　Produce manipulated images

Practical skills
The candidate will be able to:

1　　　select images for manipulation

2　　　select **software** for image manipulation

3　　　manipulate and modify images

4　　　output manipulated images for viewing

5　　　check **image quality**

Underpinning knowledge
The candidate will be able to:

1　　　identify **sources of images** for manipulation

2　　　identify **software and equipment** for image manipulation

3　　　describe the **controls, tools and techniques** for image manipulation

4　　　describe how to check **image quality**

5　　　outline **health considerations** connected with viewing screens

6　　　outline **legal and ethical considerations**

Range

Software and equipment
Digital capture (image processing programmes) and final file storage (storage media, card readers, hardware), software for digital alteration and manipulation, hardware

Image quality
Images visually controlled for density, colour, contrast, resolution, sharpness

Sources of images
Copyright free images, camera images, own image files, sources of stock images, libraries, agencies

Controls, tools and techniques
Image processing, and manipulation tools for creating images; effects; wands, brushes, colour, contrast, brightness, filters, masks, crop and orientation tools, creative techniques

Health considerations
Working with screens, session lengths, light levels

Legal and ethical considerations
Intellectual property rights, obscenity, confidentiality, images of minors

Unit 109   Darkroom printing

Level: 1

Credit value: 4

Unit aim
The aim of this unit is to introduce the learner to the basics of producing prints using film and paper.

The skills developed by the learner will include operating photo imaging equipment, using techniques and procedures to produce printed images following safe working practices.

The knowledge acquired by the learner will include the selection of materials, equipment, methods and techniques of production, in order to print photo-images.

Learning outcomes
There is **one** outcome to this unit. The candidate will be able to

* Produce photo images

Guided learning hours
It is recommended that **30** hours should be allocated for this unit. This may be on a full time or part time basis.

Key Skills
This unit contributes towards the Key Skills in the following areas:

* Communication C1.1, C1.2, C1.3
* Problem Solving PS1.1, PS1.2, PS1.3
* Application of number N1.2
* Information Technology IT1.1, IT1.2

Assessment and grading
This unit will be assessed by an externally set assignment which is internally assessed. The assignment will comprise of one practical task and one knowledge-related task:

* Printing images
* Written account

The Assessment Pack is available to download for free from the City & Guilds website
www.cityandguilds.com

Unit 109   Darkroom printing

Outcome 1   Produce photo images

Assessment criteria

Practical skills

The candidate will be able to:

1   select and set up **materials** and **equipment**

2   select photo printing method

3   operate **equipment** safely

4   use **test print procedures**

5   use **photo printing techniques**

6   solve **photo printing problems**

7   produce final printed images

8   review finished images.

Underpinning knowledge

The candidate will be able to:

1   list **health and safety considerations** when producing printed images

2   identify **materials** and **equipment**

3   outline **factors** to be considered when selecting materials and methods

4   outline advantages and disadvantages of **photo printing techniques**

5   outline **test print procedures**

6   outline **photo printing techniques**

7   identify **photo printing problems**

8   outline **legal and ethical considerations.**

Range

Materials

Silver-based photographic paper, specialist exhibition paper, black and white processing chemicals, pigmented paper

Equipment

Projection enlargers, contact printers, printing filters, focus finders, printing/masking frame, rotary trimmers, processing and drying equipment

Test print procedures

Contact proofing, test strip, density/grade/contrast control, size adjustment

Photo printing techniques

Special printing techniques, post printing techniques, image cropping and composition, localised exposure control

Photo printing problems

Exposure, scratching, fingerprints, lack of replenishment, staining, fogging, exhausted chemistry, incorrect temperature/time/agitation

Health and safety considerations

Protective clothing, electrical equipment, chemicals, airborne hazards, reporting injuries, noise, fire, emergencies, first aid, welfare

Factors

Suitability for purpose

Legal and ethical considerations

Intellectual property rights, obscenity, confidentiality, images of minors

6 Assessment

6.1 Summary of assessment methods

For all qualifications, candidates will be required to complete the following assessments:
- **one** externally set and internally marked assignment for **each** unit

Grading and marking

Assessments will be graded pass, merit or distinction.

Detailed marking and grading criteria are provided in the Marking Criteria section of each assignment within the Assessment Packs

Assignments are internally marked and graded.

7 Accreditation of prior learning and experience (APEL)

Accreditation of Prior Learning (APL) and Accreditation of Prior Experience and Learning (APEL) recognise the contribution a person's previous experience could contribute to a qualification.

APL is allowed and is also sector specific.

8   Course design and delivery

8.1   Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualifications. This is sometimes referred to as diagnostic testing.
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualifications they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualifications they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available on the City & Guilds website.

8 Course design and delivery

8.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Centres may design course programmes of study in any way which:
- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualifications.

In particular, staff should consider the skills and knowledge related to the national occupational standards.

City & Guilds recommends that centres address the wider curriculum, where appropriate, when designing and delivering the course. Centres should also consider links to the National Occupational Standards, Key/Core Skills and other related qualifications. Relationship tables are provided in Appendix 1 Relationships to other qualifications to assist centres with the design and delivery of the qualification.

Centres may wish to include topics as part of the course programme which will not be assessed through the qualifications.

For further information to assist with the planning and development of the programme, please refer to the following:
- Go to www.cityandguilds.com , for example Schemes of Work
- Useful material is available on SmartScreen.

Appendix 1   Relationships to other qualifications

Links to other qualifications and frameworks

City & Guilds has identified the connections to linked N/SVQs and National Occupational Standards. This mapping is provided as guidance and suggests areas of overlap and commonality between the qualifications. It does not imply that candidates completing units in one qualification are automatically covering all of the content of the qualifications listed in the mapping.

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications. For example, units within a QCF qualification may be similar in content to units in the NQF qualification which the candidate may have already undertaken and this may present opportunities for APL.

Progression

On completion of this these qualifications candidates may progress into employment or to the following City & Guilds qualifications:

- Level 2 Awards in Photo Imaging
- Level 2 Certificates in Photo Imaging
- Level 2 Diploma in Photo Imaging
- Level 2 NVQ in Photo Imaging

Key/Essential Skills (England, Wales and Northern Ireland)

Key Skills signposting

[These qualifications include opportunities to develop and practise many of the underlying skills and techniques described in Part A of the standard for each Key Skills qualification. Where candidates are working towards any Key Skills alongside these qualifications they will need to be registered with City & Guilds for the Key Skills qualifications.

It should not be assumed that candidates will necessarily be competent in, or able to produce evidence for, Key Skills at the same level as these qualifications.

The 'signposts' below identify the **potential** for key skills portfolio evidence gathering that can be naturally incorporated into the completion of each unit. Any key skills evidence needs to be separately assessed and must meet the relevant standard defined in the QCA document *'Key skills qualifications standards and guidance'*.

Unit number	Communication	Application of Number	Information Technology
101	C1.1, C1.2, C1.3	N1.1, N1.2,	IT1.1, IT1.2
102	C1.1, C1.2, C1.3	N1.1, N1.2,	IT1.1, IT1.2
103	C1.1, C1.2, C1.3	N1.1, N1.2,	IT1.1, IT1.2
104	C1.1, C1.2, C1.3	N1.1, N1.2, N1.3	
105	C1.1, C1.2, C1.3	N1.1, N1.2,	IT1.1, IT1.2
106	C1.1, C1.2, C1.3	N1.1, N1.2,	IT1.1, IT1.2
107	C1.1, C1.2, C1.3	N1.2	
108	C1.1, C1.2, C1.3	N1.2	IT1.1, IT1.2
109	C1.1, C1.2, C1.3	N1.2	IT1.1, IT1.2

8   Course design and delivery

6.1   Key skills (England, Wales and Northern Ireland).

Unit number	Problem Solving	Improving own learning and performance	Working With Others
101	PS1.1, PS1.2, PS1.3		WWO1, WWO2
102	PS1.1, PS1.2, PS1.3		WWO1, WWO2
103	PS1.1, PS1.2, PS1.3		WWO1, WWO2
104	PS1.1, PS1.2, PS1.3		WWO1
105	PS1.1, PS1.2, PS1.3		WWO1, WWO2
106	PS1.1, PS1.2, PS1.3		WWO1, WWO2
107	PS1.1, PS1.2		
108	PS1.1, PS1.2, PS1.3		
109	PS1.1, PS1.2, PS1.3		

Essential Skills (Northern Ireland only)

If these qualifications are being delivered alongside the Essential Skills Northern Ireland qualifications, the above Key Skills signposts can be used to illustrate the relevance of these skills to candidates.

Essential Skills portfolio evidence must be based on an approved vocational or generic Action Based Activity; these can be downloaded from **www.cityandguilds.com/essentialskillsni**.

Functional Skills (England only)

The Key Skills qualifications are expected to be phased out in England from 2010, and will be largely replaced by the Functional Skills awards. More information about these qualifications is available from **www.cityandguilds.com/functionalskills**.

Core Skills (Scotland only)

Core Skills are a central part of the Scottish qualifications system and are mandatory for Modern Apprenticeship framework completion. In some cases, candidates undertaking these qualifications will already have a Core Skills Profile from previous qualifications, eg some Standard Grade and other National Qualifications allow Automatic Core Skills certification.

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

If you are delivering this qualification internationally please refer to the Centre Guide below:

Centre Guide – Delivering International Qualifications contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification. Specifically, the document includes sections on:
- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Providing City & Guilds qualifications – a guide to centre and qualification approval contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification. Specifically, the document includes sections on:
- The centre and qualification approval process and forms
- Assessment, verification and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Frequently asked questions.

Ensuring quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:
- Management systems
- Maintaining records
- Assessment
- Internal verification and quality assurance
- External verification.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- ***Walled Garden***

  Find out how to register and certificate candidates on line

- ***Qualifications and Credit Framework (QCF)***

  Contains general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs

- ***Events***

  Contains dates and information on the latest Centre events

- ***Online assessment***

  Contains information on how to register for GOLA assessments.

City & Guilds
Skills for a brighter future

www.cityandguilds.com

Useful contacts

Type	Contact	Query
UK learners	T: +44 (0)20 7294 2800 E: learnersupport@cityandguilds.com	• General qualification information
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	• General qualification information
Centres	T: +44 (0)20 7294 2787 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	• Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
Single subject qualifications	T: +44 (0)20 7294 8080 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com	• Exam entries • Results • Certification • Missing or late exam materials • Incorrect exam papers • Forms request (BB, results entry) • Exam date and time change
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	• Results • Entries • Enrolments • Invoices • Missing or late exam materials • Nominal roll reports
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	• Re-issue of password or username • Technical problems • Entries • Results • GOLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	• Employer solutions • Mapping • Accreditation • Development Skills • Consultancy
Publications	T: +44 (0)20 7294 2850 F: +44 (0)20 7294 3387	• Logbooks • Centre documents • Forms • Free literature

If you have a complaint, or any suggestions for improvement about any of the services that City & Guilds provides, email: **feedbackandcomplaints@cityandguilds.com**