



Business & Computing Examinations (BCE) LONDON (UK)

Graphic Design Qualification Analysis

The development of BCE qualifications include extensive market research from the following sources:

- Data from BCE Centre Annual Reports.
- Enquiries received from different stakeholders.
- Email survey from statutory consultees and stakeholder bodies.
- Questionnaire survey from BCE learners.
- Input received during Approved Centres and Corporate companies training seminar.
- BCE discussions and feedback from potential employers.

BCE learners are 18+, classified as follows:

- Holders of General Certificate of Secondary Education (GCSE) intending to obtain a qualification for employment or further education.
- Those already in employment furthering their knowledge for promotion or to venture into new fields.
- Corporate Companies approaching BCE directly or Approved Centres for in-house training.
- Those looking for career change.
- Mature adults with no formal qualifications.

Total Qualification Time (TQT) is the entire notional learning hours representing estimate of total amount of time reasonably required for learners to achieve necessary level of attainment for the award of a qualification. This comprises of **TQT** and **Guided Learning**.

Activities that contribute to TQT include:

- Guided Learning
- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

Activities that contribute to Guided Learning include:

- Classroom-based learning supervised by a Tutor
- Work-based learning supervised by a Tutor
- Live webinar or telephone tutorial with a Tutor in real time
- E-learning supervised by a Tutor in real time
- Forms of assessment

Level 5 Diploma in Graphic Design (177 Credits)

Graphic designers create visually captivating solutions to effectively convey information. The creative output of graphic designers can be seen all around us, from newspapers, television and the internet.

Why does the qualification exist – The purpose of the qualification is to enable learners learn how to use InDesign, Illustrator, Photoshop, CorelDraw and AutoCAD. These programs are much sought out in the marketplace.

How it fits into the larger programme – Media plays a leading role and advertising has taken centre stage. Graphic Designers are very much in demand. Learners can choose to advanced further or look for employment.

For whom it was designed – Learners who complete the Level 5 Diploma in Information Technology or Level 5 Diploma in Web Design interested in a graphics career.

How it will benefit learners – After completing the qualification, learners will have a number of career options that include working at advertising agencies, publishing houses, design studios, corporate marketing and communications departments.

Units:

- Introduction to Computer Graphics
- PageMaker/InDesign
- Illustrator
- Photoshop
- CorelDraw
- AutoCAD

Introduction to Computer Graphics – Graphics programs use mathematical calculations to perform drawings. This unit introduces the behind the scenes of graphics packages.

Indesign - Adobe InDesign is a newer version of Adobe PageMaker, a desktop publishing program. InDesign is the perfect choice for making any document that needs some creative layout, from posters to newspapers. It offers different features to modify text and images, which can work together in interesting ways to create a unique and professional design. InDesign is for documents that span more than one page; books, magazines and newsletters.

Illustrator - is a vector drawing program. It is often used to draw illustrations, cartoons, diagrams, charts, logos and all things that can fit on one page. Unlike bitmap images that stores information in a grid of dots, Illustrator uses mathematical equations to draw out the shapes. This makes vector graphics scalable without the loss of resolution.

Photoshop - is a graphics program that is used to edit photos and creating new images. Photoshop uses pixels.

CorelDraw – most companies that design logos, leaflets or advertising companies for newspapers and magazines use CorelDraw.

AutoCAD – this is a heavily used design package – from engineering to basic planning, AutoCAD plays an important role.

Unit	Pre-requisite	Core-requisite	Total Qualification Time (TQT)	Number of Credits
Introduction to Computer Graphics	Computing terminology and good knowledge in Maths	A pass or better in Diploma in eCommerce & Web Design, Information Technology or equivalence.	260	26
PageMaker / InDesign	Keystroking ability. Knowledge of Windows terminology and mouse techniques.	A pass or better in Diploma in eCommerce & Web Design, Information Technology or equivalence.	260	26
Illustrator	Keystroking ability. Knowledge of Windows terminology and mouse techniques.	A pass or better in Diploma in eCommerce & Web Design, Information Technology or equivalence.	200	20
Photoshop	Keystroking ability. Knowledge of Windows terminology and mouse techniques.	A pass or better in Diploma in eCommerce & Web Design, Information Technology or equivalence.	220	22
CorelDraw	Keystroking ability. Knowledge of Windows terminology and mouse techniques.	A pass or better in Diploma in eCommerce & Web Design, Information Technology or equivalence.	220	22
AutoCAD	Keystroking ability. Knowledge of Windows Operating System and basic Mathematics are	A pass or better in Diploma in eCommerce & Web Design, Information Technology or	300	30

	required to learn the AutoCAD.	equivalence.		
Coursework (Project) for all units			210	21

Rules of combination:	All units are mandatory
Age Group:	18+
Qualification Type:	Vendor/Industry

Business & Computing Examinations (BCE)

Introduction to Computer Graphics Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Graphics applications and disciplines	2.0	8	6	2	2	2	20
02 Image Formation	2.0	8	6	2	2	2	20
03 2D and 3D graphics	2.0	8	6	2	2	2	20
04 Projection Matrices	2.0	8	6	2	2	2	20
05 Mathematics as the basis for graphical perspective	2.0	8	6	2	2	2	20
06 Computer graphics devices	2.0	8	6	2	2	2	20
07 Computer graphics software	2.0	8	6	2	2	2	20
08 Drawing algorithms	2.0	8	6	2	2	2	20
09 2D and 3D clipping concepts	2.0	8	6	2	2	2	20
10 Shade objects modelling	2.0	8	6	2	2	2	20
11 Texture mapping	2.0	8	6	2	2	2	20
12 Clipping implementation	2.0	8	6	2	2	2	20
13 Geometric Objects	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	26.0	104					260

PageMaker/InDesign Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 InDesign document navigation	2.0	8	6	2	2	2	20
02 The tools panel	2.0	8	6	2	2	2	20
03 Anatomy of an InDesign page	2.0	8	6	2	2	2	20
04 Text editing in InDesign	2.0	8	6	2	2	2	20
05 Creating greeting cards	2.0	8	6	2	2	2	20
06 InDesign graphic tools	2.0	8	6	2	2	2	20
07 Using frames	2.0	8	6	2	2	2	20
08 Scaling, cropping and positioning images	2.0	8	6	2	2	2	20
09 Formatting InDesign documents	2.0	8	6	2	2	2	20
10 Using styles	2.0	8	6	2	2	2	20
11 InDesign text utilities	2.0	8	6	2	2	2	20
12 Final InDesign document	2.0	8	6	2	2	2	20
13 Creating multi-media products	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	26.0	104					260

Illustrator Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Illustrator working environment	2.0	8	6	2	2	2	20
02 Illustrator tools	2.0	8	6	2	2	2	20
03 Customising document settings	2.0	8	6	2	2	2	20
04 Illustrator drawing tool gallery	2.0	8	6	2	2	2	20
05 Logo design	2.0	8	6	2	2	2	20
06 Creating animation with Illustrator layers	2.0	8	6	2	2	2	20
07 Creating and modifying colours with the swatches palette	2.0	8	6	2	2	2	20
08 Creating SVG with Illustrator	2.0	8	6	2	2	2	20
09 Illustrator transformation operations	2.0	8	6	2	2	2	20
10 Exporting Illustration files to photoshop	2.0	8	6	2	2	2	20
	20.0	80					200

Photoshop Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Photoshop interface	2.0	8	6	2	2	2	20
02 Masking techniques	2.0	8	6	2	2	2	20
03 Understanding layers	2.0	8	6	2	2	2	20
04 Transparency and matting	2.0	8	6	2	2	2	20
05 Photo editing	2.0	8	6	2	2	2	20
06 Placing text elements into images	2.0	8	6	2	2	2	20
07 Using Photoshop filters	2.0	8	6	2	2	2	20
08 Altering images in Photoshop	2.0	8	6	2	2	2	20
09 Transformations and how to use them	2.0	8	6	2	2	2	20
10 Reducing image sizes	2.0	8	6	2	2	2	20
11 Blending two images	2.0	8	6	2	2	2	20
	22.0	88					220

CorelDraw Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Vector drawing fundamentals	2.0	8	6	2	2	2	20
02 Line segments and anchor points	2.0	8	6	2	2	2	20
03 Specialized 2oints	2.0	8	6	2	2	2	20
04 Clipping paths and masking	2.0	8	6	2	2	2	20
05 Creating objects	2.0	8	6	2	2	2	20
06 Colour management tool	2.0	8	6	2	2	2	20
07 Shape editor and editing tools	2.0	8	6	2	2	2	20
08 CorelDraw layers	2.0	8	6	2	2	2	20
09 Typography	2.0	8	6	2	2	2	20
10 Interactive blend tool	2.0	8	6	2	2	2	20
11 Animation	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	22.0	88					220

AutoCAD Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 AutoCAD interface	2.0	8	6	2	2	2	20
02 AutoCAD coordinates	2.0	8	6	2	2	2	20
03 AutoCAD geometry editing commands	2.0	8	6	2	2	2	20
04 Drawing unit representations	2.0	8	6	2	2	2	20
05 2D and 3D object snaps	2.0	8	6	2	2	2	20
06 AutoCAD draw commands	2.0	8	6	2	2	2	20
07 Change properties command	2.0	8	6	2	2	2	20
08 Load/reload linetypes dialogue box	2.0	8	6	2	2	2	20
09 Refine tool	2.0	8	6	2	2	2	20
10 Layers in AutoCAD	2.0	8	6	2	2	2	20
11 Annotation objects and scales	2.0	8	6	2	2	2	20
12 AutoCAD dimensioning tools	2.0	8	6	2	2	2	20
13 AutoCAD palettes	2.0	8	6	2	2	2	20
14 Drafting and designing tools	2.0	8	6	2	2	2	20
15 Sharing drawings online	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	30.0	120					300

Level 6 Advanced Diploma in Graphic Design (153 Credits)

The Level 6 Advanced Diploma in Graphic Design is an enhancement of the Diploma level; covering different advanced aspects of computer graphics.

Why does the qualification exist – The qualification exists to provide further knowledge and skills in the most sought out computer graphic programs; used in daily personal, social and professional environments .

How it fits into the larger programme – Computer Animation, Photography/Video Editing, Acrobat and Advanced AutoCAD are sought out programs in the computer graphic industry. Knowledge of these programs lead to employment or entry to further education.

For whom it was designed – Those who completed the Level 5 Diploma in Graphic Design level.

How it will benefit learners – The Level 6 Advanced Diploma in Graphic Design covers higher and professional industry requirements, which leads to better prospects.

Units:

- Advanced Windows Desktop Operating System
- Computer Animation
- Photography & Video Editing
- Adobe Acrobat
- Advanced AutoCAD

Advanced Windows Desktop Operating System – it is important for the designer to fully understand the operations and functionalities of the operating system beneath the program being used. In most cases, 99% of computer problems are operating system based. By gaining advanced knowledge of the Windows Desktop Operating System, the designer would be capable to designing programs that can be handled by the operating system.

Computer Animation – At one point animation was perceived as programs for children. Not *anymore*. Computer Games is one of the fastest growing industry – all based on computer animation. Animation programs are also used for educational (illustrating) purposes by all major industries; airlines, telecommunications, hotels, transport etc.

Photography & Video Editing – *a picture speaks a thousand words!* Photography and Video Editing programs are widely used – from major film industries to family/personal functions.

Adobe Acrobat – Acrobat is one of the mostly used programs both in organisations' internal and external communicational documents. As the internet continues to grow and proving to be the most used business portal, so as the importance of ensuring what we publish cannot be tempered with or changed.

Advanced AutoCAD – every item that has to be made has to be designed/prototyped on the computer first; be it clothes, cars, buildings; you name it!

Unit	Pre-requisite	Core-requisite	Total Qualification Time (TQT)	Number of Credits
Advanced Windows Desktop Operating System	Good knowledge in file management.	A pass or better in Diploma in Graphic Design or equivalence.	200	20
Computer Animation	Excellent keystroking ability.	A pass or better in Diploma in Graphic Design or equivalence.	300	30
Photography & Video Editing	Excellent keystroking ability.	A pass or better in Diploma in Graphic Design or equivalence.	320	32
Adobe Acrobat	Excellent keystroking ability.	A pass or better in Diploma in Graphic Design or equivalence.	200	20
Advanced AutoCAD	Excellent keystroking ability.	A pass or better in Diploma in Graphic Design or equivalence.	300	30
Coursework (Project) for all units			210	21

Rules of combination:	All units are mandatory
Age Group:	19+
Qualification Type:	Vendor/Industry

Advanced Windows Desktop Operating System Learning Hours Information Sheet

[see Advanced Diploma in Information Technology]

Computer Animation Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Animation process and tools needed	2.0	8	6	2	2	2	20
02	Graph Editor	2.0	8	6	2	2	2	20
03	Animation tools	2.0	8	6	2	2	2	20
04	Animation storyboard	2.0	8	6	2	2	2	20
05	geometric models	2.0	8	6	2	2	2	20
06	Rendering	2.0	8	6	2	2	2	20
07	Creating effective animations	2.0	8	6	2	2	2	20
08	Flash drawing tools	2.0	8	6	2	2	2	20
09	Digital production pipeline	2.0	8	6	2	2	2	20
10	Key Frames and In-Betweening	2.0	8	6	2	2	2	20
11	Producing a walk in four poses	2.0	8	6	2	2	2	20
12	Timing walk	2.0	8	6	2	2	2	20
13	Animating upper body	2.0	8	6	2	2	2	20
14	Facial animation	2.0	8	6	2	2	2	20
15	Animating text	2.0	8	6	2	2	2	20
		30.0	120					300

Photography & Video Editing Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
Photography	2.0	8	6	2	2	2	20
01 Importance of photography	2.0	8	6	2	2	2	20
02 Basic parts to a camera	2.0	8	6	2	2	2	20
03 Fundamentals of exposure	2.0	8	6	2	2	2	20
04 Depth of field	2.0	8	6	2	2	2	20
05 Digital camera imaging sensor	2.0	8	6	2	2	2	20
06 Adjusting digital camera balance controls	2.0	8	6	2	2	2	20
07 High Dynamic Range (HDR) photography	2.0	8	6	2	2	2	20
Video Editing							
08 Built-in editing features	2.0	8	6	2	2	2	20
09 Editing a video production	2.0	8	6	2	2	2	20
10 Video editing basics	2.0	8	6	2	2	2	20
11 Video customisation	2.0	8	6	2	2	2	20
12 Video editing software applications	2.0	8	6	2	2	2	20
13 Quick transition effects	2.0	8	6	2	2	2	20
14 Linking files using Avid Media Assess (AMA)	2.0	8	6	2	2	2	20
15 Outputting/exporting a QuickTime file	2.0	8	6	2	2	2	20
16 Troubleshooting video-editing software problems	2.0	8	6	2	2	2	20
	32.0	128					320

Adobe Acrobat Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Adobe Acrobat settings and configurations	2.0	8	6	2	2	2	20
02 Creating PDF from different applications	2.0	8	6	2	2	2	20
03 Converting to PDF	2.0	8	6	2	2	2	20
04 Formatting PDF documents	2.0	8	6	2	2	2	20
05 Bookmarks and named destinations	2.0	8	6	2	2	2	20
06 Generating links	2.0	8	6	2	2	2	20
07 Working with shared content	2.0	8	6	2	2	2	20
08 Adobe text edit toolbar	2.0	8	6	2	2	2	20
09 Find and replace command	2.0	8	6	2	2	2	20
10 PDF security properties	2.0	8	6	2	2	2	20
	20.0	80					200

Advanced AutoCAD Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 AutoCAD drawing basics	2.0	8	6	2	2	2	20
02 Direct Distance Entry	2.0	8	6	2	2	2	20
03 Changing object properties	2.0	8	6	2	2	2	20
04 Steps to draw a flow plan	2.0	8	6	2	2	2	20
05 AutoCAD command aliases	2.0	8	6	2	2	2	20
06 Formatting text in AutoCAD	2.0	8	6	2	2	2	20
07 AutoCAD's working environment	2.0	8	6	2	2	2	20
08 Basic Drawing Skills	2.0	8	6	2	2	2	20
09 Absolute Co-ordinates	2.0	8	6	2	2	2	20
10 Polar Co-ordinates	2.0	8	6	2	2	2	20
11 Selecting Objects in AutoCAD	2.0	8	6	2	2	2	20
12 Advance Modifying Commands	2.0	8	6	2	2	2	20
14 Modifying Commands	2.0	8	6	2	2	2	20
14 Layers and Dimensioning	2.0	8	6	2	2	2	20
15 Direct Distance Entry	2.0	8	6	2	2	2	20
	30.0	120					300