

QUALITY ASSURANCE MEETING

COMPUTER GRAPHICS & DESIGN – FOUNDATION LEVEL 2, CGD215118

Quality Assurance Method (as stated in the accredited course document):

Each provider will submit nominated computer graphics products from content area 1 or 2 of the course from a range of students to an annual meeting of all providers and, whenever possible, other expert stakeholders. The work while not necessarily fully resolved, will be assessed by the provider against a range of nominated assessment criteria and the overall award. TASC will give each provider guidance regarding the selection of students.

Each body of student work that providers submit to the meeting should include sufficient and appropriate material for judgements to be made about the student's standard of ICT skills.

The review meeting will give advice about the provider's assessment standards. Providers are expected to act on this advice.

Quality Assurance Requirements:

Each provider will submit four (4) bodies of student work. Each body of work will comprise a computer graphics design project including:

- a study proposal (if the selected project was student directed)
- the design brief
- documentation of the design process
- the final product (which may not be fully resolved).

It is the provider's responsibility to ensure that any equipment required to view student work (e.g. a laptop and/or specific software) is made available at the meeting.

Each body of work will be of a size/scope that can be assessed (not corrected or marked) in a reasonable amount of time (e.g. no more than 15 minutes per body of work).

In its **totality**, the body of work will supply sufficient evidence for:

- assessment against the nominated criteria on the Record Sheets. The body of work (in its totality) will provide evidence *against the majority* of each criterion's standards, noting that some standards (such as those related to a process) cannot be easily evidenced in work tabled at a meeting.
- judgements to be made about the learner's standard of ICT skills.

The bodies of work to be submitted to the meeting will represent:

- 3 at borderline SA/ PA award
- 1 at the clear overall standard of an HA award

In cases where this range is not available four samples are still required if four or more students are enrolled. Samples may be selected from what is available.

Record sheets for this course are provided below. These must be printed by the provider (single-sided), completed as indicated, and attached to the bodies of student work. Guidance and examples regarding the nature of bodies of student work and how to complete record sheets is available in the meeting Information Kit via the website page:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2

The bodies of student work and associated Record Sheets must be brought to the meeting by an appropriate teacher who will participate in the quality assurance process.

Providers are responsible for costs associated with the provision of materials and teacher attendance at the quality assurance meeting.

Meeting Details:

Venue, date, and time information will be made available at the webpage:

www.tasc.tas.gov.au/providers/quality-assurance/quality-assurance-meetings-2

PROVIDER RECORD SHEET

COMPUTER GRAPHICS & DESIGN – FOUNDATION LEVEL 2, CGD215118

Identification:

Provider	
Student TASC ID Code	
Student Name	

Provider Assessment:

Nominated Criteria	Provider Rating
1. collect, organise, and apply information	
3. generate and communicate ideas using a variety of graphic techniques	
4. identify and utilise elements and principles of design	
7. use digital technologies to create content	
<p style="text-align: right;">Overall Award</p> <p>(How to determine an award is discussed on p.12 of the Quality Assurance Meetings Information Kit)</p>	

Note:

The ratings and overall award are for the **whole body of work**. The tasks that make up the body of work are **not** to be given separate ratings/awards.

All parts of this form are to be completed by the provider and be presented with the student's body of work.

MEETING RECORD SHEET

COMPUTER GRAPHICS & DESIGN – FOUNDATION LEVEL 2, CGD215118

Identification:

Provider	
Student TASC ID Code	
Student Name	

The above part of this form is to be completed by the provider and must be presented with the student's body of work **behind** the Provider Record Sheet.

Meeting Assessment:

Nominated Criteria	Meeting Rating Round 1	Meeting Rating Round 2
1. collect, organise, and apply information		
3. generate and communicate ideas using a variety of graphic techniques		
4. identify and utilise elements and principles of design		
7. use digital technologies to create content		
Overall Award		

Comments from meeting:

QA MEETING CHECKLIST

WHAT DO I BRING TO THE MEETING?

What to Bring	✓
For EACH of the four bodies of work:	
A completed Provider Record Sheet* (noting that these will be removed by a TASC Officer prior to the start of the meeting).	
A Meeting Record Sheet* with the identification section (only) completed and attached to the matching Provider Record Sheet.	
The body of work (behind the record sheets):	
<ul style="list-style-type: none"> • Contains the materials noted in the Requirement above (e.g. has the correct work requirement tasks or project features) 	
<ul style="list-style-type: none"> • Provides evidence against the majority of each of the four criterion's standards 	
<ul style="list-style-type: none"> • Does not include marks/grades or comments 	
<ul style="list-style-type: none"> • Can be reasonably assessed in around 10-15 minutes 	
<ul style="list-style-type: none"> • Does not include group work (it was done only by the noted student). 	
AND:	
A copy of the course document (especially the criteria/standards section) for reference during the meeting.	
Any equipment (such as laptops) needed for small groups to view items that make up the bodies of student work.	

***Note:** Do not copy the Provider Record Sheet with the Meeting Record Sheet on the back of the same page. Both documents need to be separate, standalone items.