

---

## Teacher Guidance for Sample Assessment Material: Unit 12 Publishing

---

Please read this in conjunction with:

- Assignment 1 – New Age Publishing Ltd
- Information about Careers in IT
- Folder of graphics.

**NB:** All graphics are from Microsoft Office Clip Art and are, therefore, © 2004 Microsoft Corporation.

The assignment details a brief from a fictitious client for candidates to work to. If candidates follow this brief it should allow them access to tasks b, d and (most of) c of the Unit Specification (AO1, AO3 and AO4).

To achieve task a and some of c (AO2) it is required that candidates produce notes to detail meeting discussions with a client, including negotiating and amending a brief. As this is a fictitious scenario, it will be essential for teachers to role-play the position of the client, in this case Mr. Jason Harrison, Managing Director of New Age Publishing Ltd.

It is envisaged that the onus of documenting these discussions lies with the candidates. However feedback should be given to candidates about the progress of their drafts and the provision of deadlines for the completion of certain stages of the overall process.