**RUBRIC TABLE FOR UNIT 4 – DESIGN FOLIO**

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| CRITERIA | VH | H | M | L | VL |
| ***Criterion 1***  ***Skill in developing a client or end-user profile, developing a design brief and evaluation criteria.***  • Ability to develop a profile of the client and/or end-user  in relation to the problem to be solved.  • Ability to develop a design brief that defines the needs of  a client or identified end-user/s.  • Ability to develop and justify relevant criteria to evaluate design options and the completed product.  • Ability to explain how criteria will be tested or checked in the completed product. | High level ability to develop a profile of the client and/or enduser/s relevant to the need/problem to be addressed. Very well  constructed and concise design brief that clearly defines the needs and requirements of the client or end-user and includes  specifications of identified primary and secondary importance that set the parameters for the designer. Provides a range of  highly relevant and clearly expressed evaluation criteria that reflect important aspects of the design brief. Valid justification for their selection and how each will be checked or tested in  the finished product are given. | Very good level of ability to develop a profile of the client and/or end-user/s relevant to the need/problem to be addressed.  Well constructed design brief that clearly defines the needs  and requirements of the client or end-user and includes specifications of identified primary and secondary importance  that set the parameters for the designer. Provides a range of  relevant and clearly expressed evaluation criteria that reflect most of the important aspects of the design brief. Valid reasons  for their selection and how most will be checked or tested in the finished product are given. | Good level of ability to develop a profile of the client and/orend-user/s that includes some information that is relevant to the need/problem to be addressed. A quite well written design brief that defines the needs and requirements of the client or  end-user and includes specifications of identified primary and secondary importance that sets some parameters for the designer. Provides relevant evaluation criteria that reflect some  aspects of the design brief. Valid reasons for the selection of some of the criteria and how they will be checked or tested in the finished product are given. | A reasonable level of ability to develop a profile of the  client and/or end-user/s that includes limited information of relevance to the need/problem to be addressed. The design  brief defines in a limited way, the needs and requirements of the client or end-user and includes limited specifications including the design priority that set a restricted range of  parameters for the designer. Provides some evaluation criteria that reflect a limited range of aspects of the design brief.  Few reasons provided for the selection of the criteria and a  limited explanation of how they will be checked or tested in the finished product | Some ability to develop a profile of the client and/or end-user/s that includes very little or no information relevant to the need/  problem to be addressed. The design brief defines in a very  limited way, the needs and requirements of the client or enduser and includes very limited specifications that set a restricted range of parameters for the designer. Provides a very limited  range of evaluation criteria. Few or no reasons provided for the selection of the criteria and a limited or no explanation of  how they will be checked or tested in the finished product |
| ***Criterion 2***  ***Skill in carrying out research and developmental work.***  • Relevance of research to the need/s, problem/s and/or  situation identified in the design brief.  • Ability to research aspects that are relevant to the design  problem.  • Ability to carry out a range of development work that forms a basis for the creation of design options | Comprehensive range of research and development is evident.  The aspects selected for research are highly relevant and inform the subsequent developmental work. A wide variety of methods/techniques are used in the developmental work.  The folio shows an outstanding level of ability to document  and present the results of the research and developmental  activities. | Very good range of research and development is evident. The aspects selected for research are highly relevant and inform the subsequent developmental work. A variety of methods/  techniques are used in the developmental work. The folio shows a high level of ability to document and present the results  of the research and developmental activities. | Very good range of research and development is evident. The aspects selected for research are highly relevant and inform the subsequent developmental work. A variety of methods/  techniques are used in the developmental work. The folio shows a high level of ability to document and present the results of the research and developmental activities. | A limited range of research and development is evident. The aspect/s selected for research is/are relevant in some ways to the subsequent developmental work. Limited methods/techniques are used in the developmental work. The folio shows some ability to document and present the results of the research and developmental activities. | A very limited range of research and development is evident.  The aspect/s selected for research has limited relevance to the subsequent developmental work. Very limited methods/techniques are used in the developmental work. The folio shows limited documentation and presentation of the results  of the research and developmental activities |
| ***Criterion 3***  ***Skill in developing creative and viable design options and justifying the preferred option.***  • Use of a range of communication methods to convey design options.  • Ability to demonstrate suitability of the preferred option with reference to the design brief, specifications, weighted design option evaluation criteria and feedback from the client or an end-user. | Uses a wide range of communication methods to develop  original and creative design options. Very extensive use of explanatory annotations. The options are very well presented and detailed and are viable responses to the needs and requirements of the client and/or end-user. The preferred option is clearly justified with reference to the design brief and specifications. The student shows a sophisticated understanding of using weighted design option evaluation criteria and of the  importance of client or end-user feedback in selection of the option that best meets the need of the client/end-user. | Uses a range of communication methods to develop original  and creative design options. Extensive use of explanatory  annotations. The options are clearly presented and detailed  and are viable responses to the needs and requirements of the client and/or end-user. The preferred option is clearly justified with reference to the design brief and specifications.  The student shows very good understanding of using weighted design option evaluation criteria and the importance of client  or end-user feedback in selection of the option that best meets the need of the client/end-user. | Uses a range of communication methods that show some creativity in the development of a range of design options.  Some use of annotations. The options are well presented and show some connections to the brief and specifications. The  preferred option is justified with some reference to the design option evaluation criteria and client or end-user feedback. | Uses a limited range of communication methods in the development of the design options accompanied by limited annotations. The limited range of options shows someconnections to the brief and specifications. Some justificationfor the selection of the preferred option is provided with limited reference to the design priorities from the design brief or client  or end-user feedback. | Uses a very limited range of communication methods in the development of a restricted range of design options. Design  option/s shows little connection to the design brief and specifications. Provides limited justification for the preferred design option and little or no reference to the design brief or feedback from the client or end-user. |
| ***Criterion 4***  ***Skill in preparing working drawings and a production***  ***work plan.***  • Preparation of working drawings/patterns using appropriate conventions.  • Preparation of timelines and a sequence of steps necessary  to complete the product.  • List of materials (including costs), tools, equipment,  machines and processes required.  • Knowledge of relevant health and safety (including hazard identification, risk assessment and risk control).  • Reference to quality standards. | Appropriate working drawings/patterns and a detailed materials list that show advanced understanding of conventions  are evident. Provides a clear, comprehensive and realistic  production work plan of how the product is to be completed in the time available. The plan clearly shows detailed knowledge of the sequence of steps in production and demonstrates a broad and sound knowledge of risk assessment processes and the safe use of tools, equipment, machines and processes to produce the preferred design option. A clear explanation of quality control measures to ensure that standards of quality  are met is evident. | Appropriate working drawings/patterns and a detailed materials  list that show very good understanding of conventions are evident. Provides a realistic production work plan of how the product is to be completed in the time available. The plan  clearly shows well-developed knowledge of the sequence of steps in production and demonstrates a detailed knowledge of risk assessment processes and the safe use of tools, equipment,  machines and processes to produce the preferred design option. An explanation of quality control measures to ensure that standards of quality are met is evident. | Appropriate working drawings/patterns and a materials list that show good understanding of conventions are evident. Provides a realistic production work plan of how the product  is to be completed in the time available. The plan shows well developed knowledge of the sequence of steps in production and demonstrates a good knowledge of risk assessment processes and the safe use of tools, equipment, machines and processes to produce the preferred design option. Some explanation of quality control measures to ensure that standards of quality are met is evident. | Limited working drawings/patterns and a materials list are evident. The production work plan broadly outlines the steps in  the production sequence in the time available and demonstrates some knowledge of risk assessment processes and the safe  use of materials, tools, equipment, machines and processes to implement the preferred design option. Little explanation  of quality control measures to ensure that standards of quality are met is evident. | Very limited working drawings/patterns and a materials list are evident. The production work plan includes very little detail of  the steps in the production sequence and demonstrates limited knowledge of the safe use of the materials, tools, equipment, machines and processes to implement the preferred designoption. Very little understanding of quality control measures  is evident. |
| ***Criterion 5***  ***Understanding of the characteristics and properties of the***  ***materials used.***  • Evidence of research, trialling and testing of materials and processes.  • Selection of materials appropriate for the product.  • Selection of tools, equipment, machines and processes and safety issues appropriate to the materials.  • Understanding of health and safety issues related to the materials used | Demonstrates a very high level of understanding of the  characteristics and properties of the materials used and how the selected materials properties enhance the function and appeal  of the product. Evidence of comprehensive material testing activities and conclusions drawn to determine the suitability  is documented. Advanced knowledge of the selection of tools, equipment/machinery and safety issues related to production based on the materials properties and conventions of use.  Understanding of health and safety issues related to the use of the selected materials is evident. | Demonstrates a high level of understanding of the characteristics  and properties of the materials used and how the selected materials properties enhance the function and appeal of the product. Evidence of material testing activities and conclusions  drawn to determine suitability is documented. Well-developed  knowledge of the selection of tools and equipment/machinery  and safety issues related to the production based on the  materials properties and conventions of use. Understanding  of health and safety issues related to the use of the selected materials is evident. | Demonstrates some understanding of the characteristics and  properties of the materials used and how the selected materials properties enhance the function and appeal of the product. Evidence of some material testing activities and conclusions drawn to determine the suitability of materials is shown.  Good knowledge of the selection of tools and equipment/machinery and safety issues related to the production based  on the materials properties and conventions of use is evident. Some understanding of health and safety issues related to the use of the selected materials is evident. | Demonstrates little understanding of the characteristics and  properties of the materials used and how the selected materials properties enhance the function and appeal of the product. Little evidence of material testing activities and conclusions drawn to determine the suitability of materials is shown.  Some knowledge of the selection of tools and equipment/ machinery and safety issues related to the production based on the materials properties and conventions of use is evident.  Limited understanding of health and safety issues related to the use of the selected materials is evident. | Demonstrates limited understanding of the characteristics and/  or properties of the materials used and the tools, equipment, machines and processes selected to manipulate the materials.  Very limited understanding of health and safety issues related to the use of the selected materials is evident. |
| ***Criterion 6***  ***Skill in the application of processes.***  • Range of processes used.  • Degree of difficulty in the processes used.  • Ability to record progress and modifications.  • Efficient use of time during production. | Demonstrates a very high level of competence in the  application of a wide range of processes, including processes with a high degree of difficulty. Advanced understanding of  the relationship between the production sequence, processes and timelines is evident. Clear, concise and regular recording of progress/  modifications and deviations from the production plan is  evident, with detailed, justified explanations for modifications provided. | Demonstrates a high level of competence in the application of a wide range of processes, including processes with a high degree of difficulty. Thorough understanding of the relationship between the production sequence, processes and timelines is evident.Regular recording of progress/modifications and deviations from the production plan is evident, with quite detailed,  justified explanations for modifications provided. | Demonstrates a good level of competence in the application of a range of processes, including processes with a high degree  of difficulty. Reasonable understanding of the relationship between the production sequence, processes and timelines  is evident. Regular recording of progress/modifications and deviations from the production plan is evident, with some justified  explanations for modifications provided. | Demonstrates a basic level of competence in the application of a range of processes, including processes with a medium  degree of difficulty. Some understanding of the relationship between the production sequence, processes and timelines is  evident. Some recording of progress/modifications and deviations  from the production plan is evident, with little explanation of  modifications provided. | Demonstrates a very basic level of competence in the  application of processes, including processes with a medium to low degree of difficulty. Little understanding of the  relationship between the production sequence, processes and timelines is evident. Very brief irregular recording of progress/modifications and deviations from the production plan is evident. |
| ***Criterion 7***  ***Skill in the use of tools, equipment and machines.***  • Awareness of hazards, risk assessment and control.  • Range of tools, equipment and machines used.  • Safety in the use of tools, equipment and machines used, some of which are complex. | Shows advanced awareness of hazards, risk assessment and control related to the use of tools and equipment during production.  Demonstrates advanced levels of skill/technical competence in the correct use and maintenance of tools and  equipment/machinery used during the production work.  Student demonstrates advanced understanding and skills in the safe use of a wide range of tools, equipment and machines.  Student works in a safe and effective manner during all  production activities. | Shows very good awareness of hazards, risk assessment  and control related to the use of tools and equipment during production.  Demonstrates a very high level of skill/technical  competence in the correct use and maintenance of tools and  equipment/machinery used during the production work.  Student demonstrates well developed understanding and  skills in the safe use of a wide range of tools, equipment and machines. Student works in a safe and effective manner during  all production activities. | Shows a good awareness of hazards, risk assessment and  control related to the use of tools and equipment during  production.  Demonstrates a good level of skill/technical competence  in the correct use and maintenance of tools and equipment/machinery used during the production work. Student demonstrates well developed understanding and skills in the safe use of a range of tools, equipment and machines.  Student usually works in a safe and effective manner during production activities. | Shows some awareness of hazards, risk assessment and control related to the use of tools and equipment during production.  Demonstrates some skill/technical competence in the correct use and maintenance of tools and equipment/machinery  used during the production work. Student demonstrates some understanding and skills in the safe use of a range of tools, equipment and machines. Student works in a safe manner during production activities. | Shows little awareness of hazards, risk assessment and control related to the use of tools and equipment during production.  Demonstrates very basic skills/technical competence in the use of tools and equipment/machinery used during the production work. Student demonstrates little understanding and skills in the safe use of a range of tools, equipment and  machines. Student works in a safe manner during production activities. |
| ***Criterion 8***  ***Skill in completing the product to specified and accepted***  ***standards of quality.***  • Comparison of product to the preferred option, production  plan and recorded modifications.  • Quality of finish and presentation of the completed  product.  • Product complies with accepted standards. | The product accurately reflects the preferred option,  production plan and recorded modifications in all aspects.  The completed product demonstrates a very high standard of  finish/presentation and meets or exceeds accepted standards of quality as specified in the design brief and specifications. | The product reflects the preferred option, production plan and recorded modifications in all aspects. The completed product  demonstrates a high standard of finish/presentation and meets accepted standards of quality as specified in the design brief and specifications. | The product reflects the preferred option, production plan and recorded modifications in most aspects. The completed  product demonstrates a good standard of finish/presentation  and mostly meets accepted standards of quality as specified in the design brief and specifications. | The product reflects the preferred option, production plan and recorded modifications in some aspects. The completed  product demonstrates a reasonable standard of finish/  presentation. In some aspects the product meets accepted  standards of quality. | The product is of a poor standard of finish or incomplete. Little  understanding of the relationship between the product and accepted standards or the stated quality is evident. |
| ***Criterion 9***  ***Skill in evaluating and promoting the product.***  • Use of client or end-user feedback and evidence from  testing/checking to evaluate the suitability of the  product.  • Use of established criteria to draw conclusions about how well the product meets the client/end user needs.  • Identification of areas for improvement.  • Production of a visual display, storyboard or multimedia  presentation that promotes product features with  consideration of the marketing mix. | Comprehensive and valid judgments made about the suitability of the product and the extent to which it meets the intended requirements using all the previously established criteria and  a range of testing and checking methods. High level use of feedback from the client or an end-user to evaluate the product.  Detailed recommendations provided for improvements in the product are provided. Clearly presents relevant features of the product to appropriately promote it that shows advanced  understanding of the marketing mix. | Comprehensive and valid judgments made about the suitability of the product and the extent to which it meets the intended requirements using all the previously established criteria and  a range of testing and checking methods. High level use of feedback from the client or an end-user to evaluate the product. Detailed recommendations provided for improvements in the product are provided. Clearly presents relevant features of the product to appropriately promote it that shows advanced  understanding of the marketing mix. | Previously established criteria and some testing methods are used to make judgments about the suitability of the product and  the extent to which it meets the intended need. Some feedback  from the client or an end-user has been used in evaluating  the product. Some areas for improvement in the product are provided. Identifies and presents some features of the product that could be used to promote it. Some features of the product are identified in its promotion that shows some understanding  of the marketing mix. | Use of basic criteria and some testing methods to make judgments about the suitability of the product and the extent to which it meets the intended need. Little evidence of feedback from the client or an end-user has been used in  evaluating the product. Some areas for improvement of the  product are identified. The evaluation and presentation lacks detail in explaining how the features of the product are used to promote it, and shows a very basic understanding of the  marketing mix. | Very little use of criteria and testing methods to make  judgments about the suitability of the product and the extent to which it meets the intended need. Very little or no feedback from the client or an end-user has been used in evaluating the  product. Very little or no comment on further improvement of  the product is made. Little understanding of how the features of the product are used in the promotion of the product. Very little understanding of product promotion is evident. |
| ***Criterion 10***  ***Skill in evaluating the effectiveness and efficiency of the design and production activities.***  • Effectiveness and efficiency of the production work plan  (including references to safety practices).  • Use of the record of progress of production work and notes of modifications.  • Recommendations for improvement in the design and production activities. | Provides a comprehensive review of the efficiency of the design and production activities, including a thorough review of production work, adherence to safety practices,  with reference to the record of progress of production work and notes of modifications. Makes insightful judgments and  recommendations about the effectiveness and efficiency of the design and production activities. | Provides a detailed review of the design and production  activities, including comment on the efficiency of the  production plan and with reference to the record of progress of production work, adherence to safety practices and notes of modifications. Makes valid judgments and recommendations about the effectiveness and efficiency of the design and  production activities. | Provides a review of the design and production activities, including some comment on the efficiency of the production plan and with reference to the record of progress of production  work, adherence to safety practices and notes of modifications. Makes some judgments and recommendations about the  effectiveness and efficiency of the design and production  activities. | Provides a limited review of the design and production  activities, including limited comment on the efficiency of the production plan and with reference to the record of progress of production work, adherence to safety practices and notes of modifications. Makes limited judgments/recommendations  about the effectiveness and efficiency of the design and  production activities. | Provides a limited comment on the design and production  activities, with little reference to the record of progress of production work and notes of modifications |