Level 2 Maintain ICT equipment and systems (7540-228)

Systems and Principles
Assignment guide for Candidates
Assignment D

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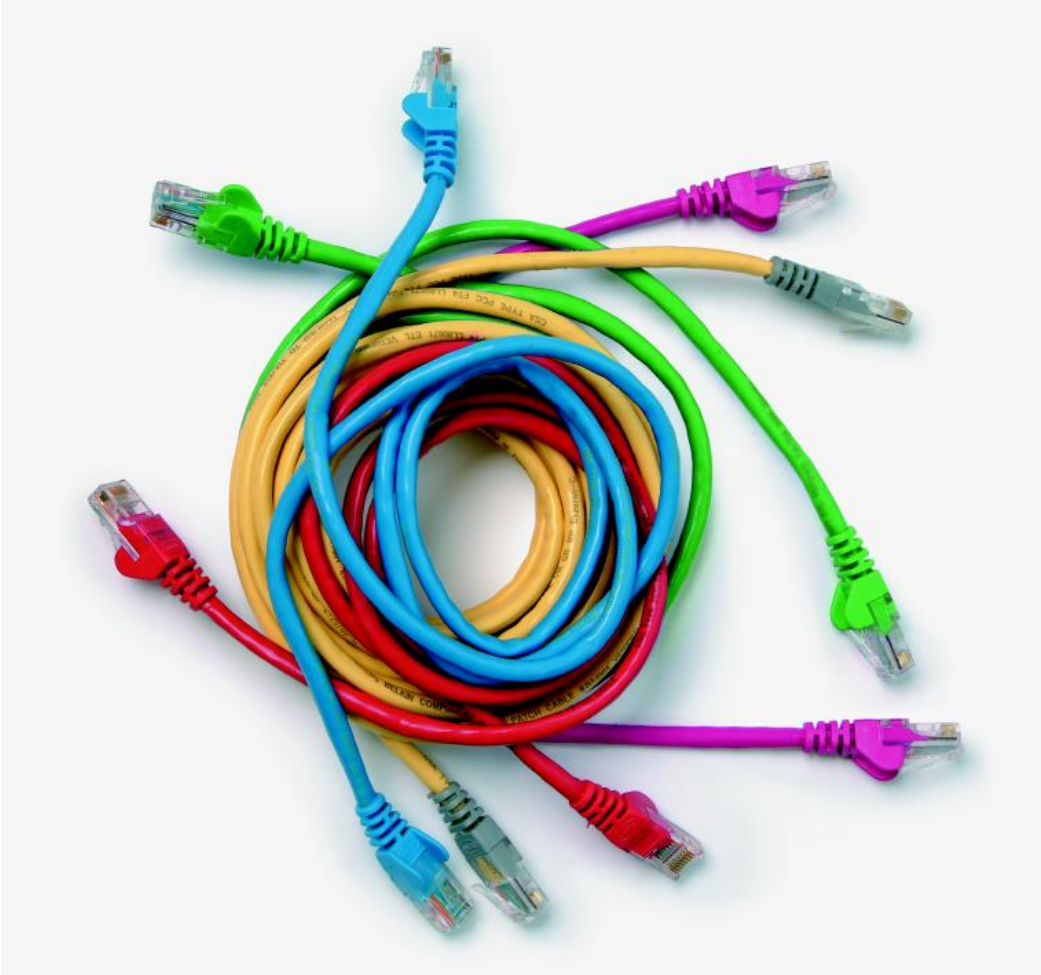

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Level 2 Maintain ICT equipment and systems (7540-228) Assignment D

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Maintain ICT equipment and systems (7540-228).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **3 hours**.

Level 2 Maintain ICT equipment and systems (7540-228)

Candidate Instructions

Time allowance: 3 hours

Assignment set up:

This assignment is made up of **three** tasks:

- Task A – Perform a risk assessment and set up an ICT workstation to comply with health and safety guidelines
- Task B – Identify, record and resolve ICT hardware failures
- Task C – Perform common system preventative maintenance to a PC

Scenario

You are employed in the IT department at a large organisation. The organisation has just taken over another business that has its own disused IT workshop. The workshop contains several computer systems that your line manager would like you to see if you could salvage for future use.

Task A – Perform a risk assessment and set up an ICT workstation to comply with health and safety guidelines

1 Before you can commence work on the ICT systems, you are required to perform a health & safety risk assessment on your new working environment.
Using the form provided, identify **three** hazards and their associated risks.

2 Where possible, implement the changes you've highlighted in your Risk Assessment to provide a safe working environment.

3 Test the anti-static device provided.

4 Please use the Answer Sheet provided to complete Task A4
Using the available components, and ensuring that all necessary cleaning has been performed, put together a workstation, including the required base unit components.
Record the details and specifications of any components added to the base unit.

5 Visually check all power leads for faults and correct fuse rating. Record details of fuse ratings on the Answer Sheet.

Task B – Identify, record and resolve ICT hardware failures

1 Obtain the assessor's permission to power up the workstation.
Using the diagnostic tools and workstation you have been given, identify the faults. Record the failures and your diagnoses of the failures identified in the Fault Recording Log.

2 Carry out solutions identified complying with current regulations and organisational best practices. Record the actions taken on the Fault Recording Log. Demonstrate to the assessor that the fixes have been carried out successfully.

3 Correctly set up and position the functioning workstation for a user according to best practices with regards to ergonomics and health and safety legislation.

Task C – Perform common system back-up procedures and apply corrective software maintenance to a PC

1 Install and configure as necessary the software patch / service pack.
Install, configure and update an anti-virus programme.
Schedule the anti-virus to run a full system scan every Friday at 9am.
Configure one other Operating System utility to run every Tuesday at 9am (eg disk management).
Record all actions taken, any problems encountered and results on the Preventative Maintenance Report.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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