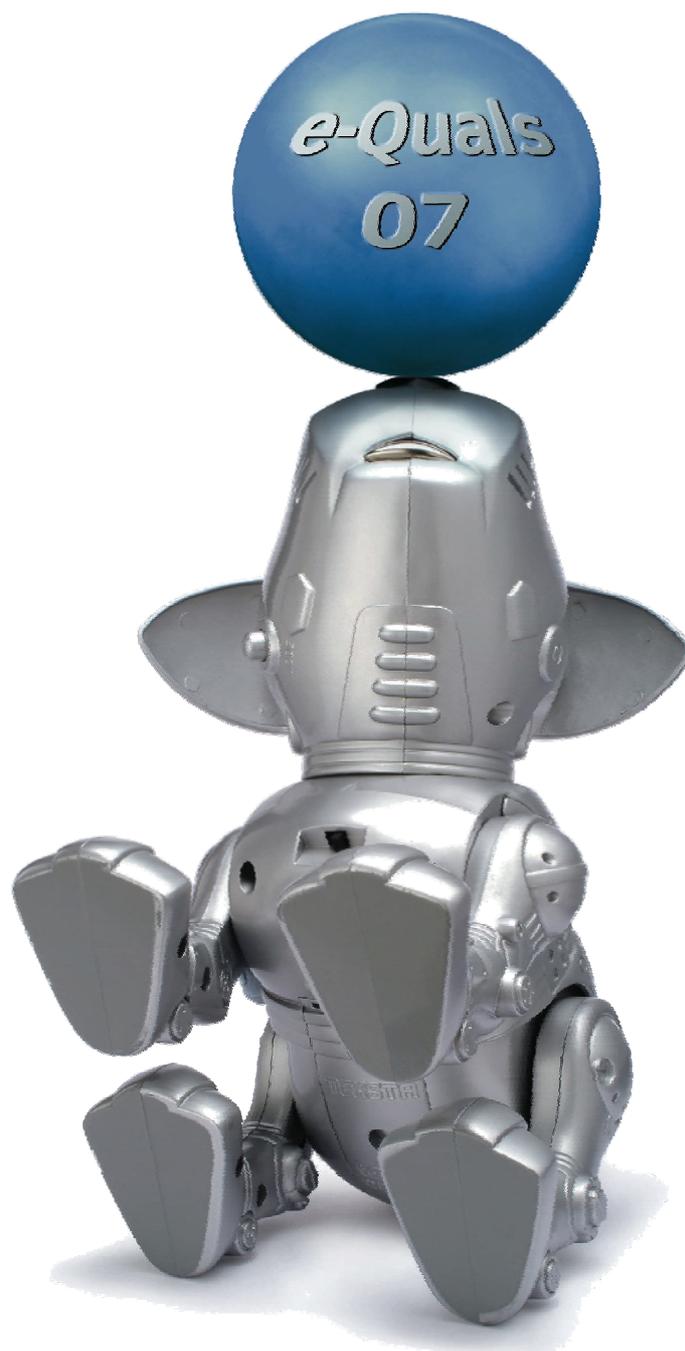


Level 3 IT Principles 3 (7266/7267-041)

e-Quals
Assignment guide for Candidates
Assignment C



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2008 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents

Unit 041 – IT Principles 3 Level 3

Assignment C

Introduction – Information for Candidates	2
Candidate instructions	3

Level 3 IT Principles 3 (7266-041)

Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises part of the assessment for Level 3 IT Principles 3 (7266-041).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **two and a half hours**.

Level 3 IT Principles 3 (7266/7267-041)

Candidate instructions

Time allowance: Two and a half hours

Assignment set up:

This assignment is made up of **two** tasks

Task A – Researching and preparing information for a report

Task B – Modifying and distributing files

Scenario

You work as the IT Manager for a large Water Company (City Water Ltd). You have been asked by the Executive Director to plan for the acquisition of a series of Laptop computers for the company's key staff.

Your task is to provide two quotes from different suppliers and to recommend the most appropriate Laptop. Your decision will be based upon the requirements of the staff in question and finding the most cost effective quote.

A survey has been taken from a sample staff asking them what they require from their Laptop as shown in **Appendix A 041B**. The Executive Director has asked you to find a Laptop model that meets all the specification requirements at the best price. He also wants you to investigate the cost and terms of the supplier's warranty (e.g. cost and service level) for repair and fault diagnosis.

Continued over...

Task A – Researching and preparing information for a report

- 1 Search for the word processed file **Appendix A 041C**.

When you have found this, save a copy to your work area.

- 2 Read through the scenario and user specifications in **Appendix A 041C** and create a list detailing the key points. This can be used to help create your summary of requirements.
- 3 Create a file structure within your work area that includes both folders and at least **one** sub-folder, suitably named, that will be used to store the technical specification sheets that you download from the Internet, your summary, quotation spreadsheet and your report to the Executive Director.
- 4 Use the Internet to identify the hardware and system requirements to run the latest version of Microsoft's operating system and the most up to date version of **Adobe Dreamweaver**.

Printout the specification for both in a pdf (portable document format) giving the file name as **Printout 1 (your name)** and **Printout 2 (your name)** respectively.

- 5 Write a brief summary (approximately one page using a list/table) using a word processor stating your recommendations for the proposed laptops. This must be based upon the user details shown in the document **Appendix A 041C** and the requirements of the specified software. Within your specification ensure you have made an allowance for future upgrades of software.

Save the summary with the file name **Minimum Tech Specification (your name)** in your work area.

- 6 Complete the spreadsheet **Laptop Quotes** (supplied by your assessor) and supply a separate quote from **two** different suppliers for a laptop computer and the associated software requirements.

Save the file as **Laptop Quotations (your name)** in your work area within a suitably name folder.

- 7 Using a word processor, write a brief report (approx 1 page) justifying your recommendation of which laptop quotation is best suited to the requirements as outlined in **Appendix A 041C**. Your report should include:

- How each element of hardware met the users/software requirements?
- An explanation of the warranty terms and repair services offered as part of the quote.
- Why you have chosen this quote as opposed to your other quote?

Ensure your report presents the information in a suitable format for easy comparison by the Executive Director.

Save the file as **Laptop Acquisition Report (your name)** in your work area.

Continued over ...

Task B – Modifying and distributing files

- 1 Modify the file attributes of the files **Laptop Acquisition Report (your name)** and **Laptop Quotations (your name)** to read only.
- 2 Use compression software to compress and package the two files that you have just modified. Save this compressed file as **Laptop Report**.
- 3 E-mail a copy of this compressed file to the Executive Director (your assessor will provide you with the e-mail address).

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

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education
and training**