Level 2 Maintain ICT equipment and systems 2 (7266/7267-401/7540-228)

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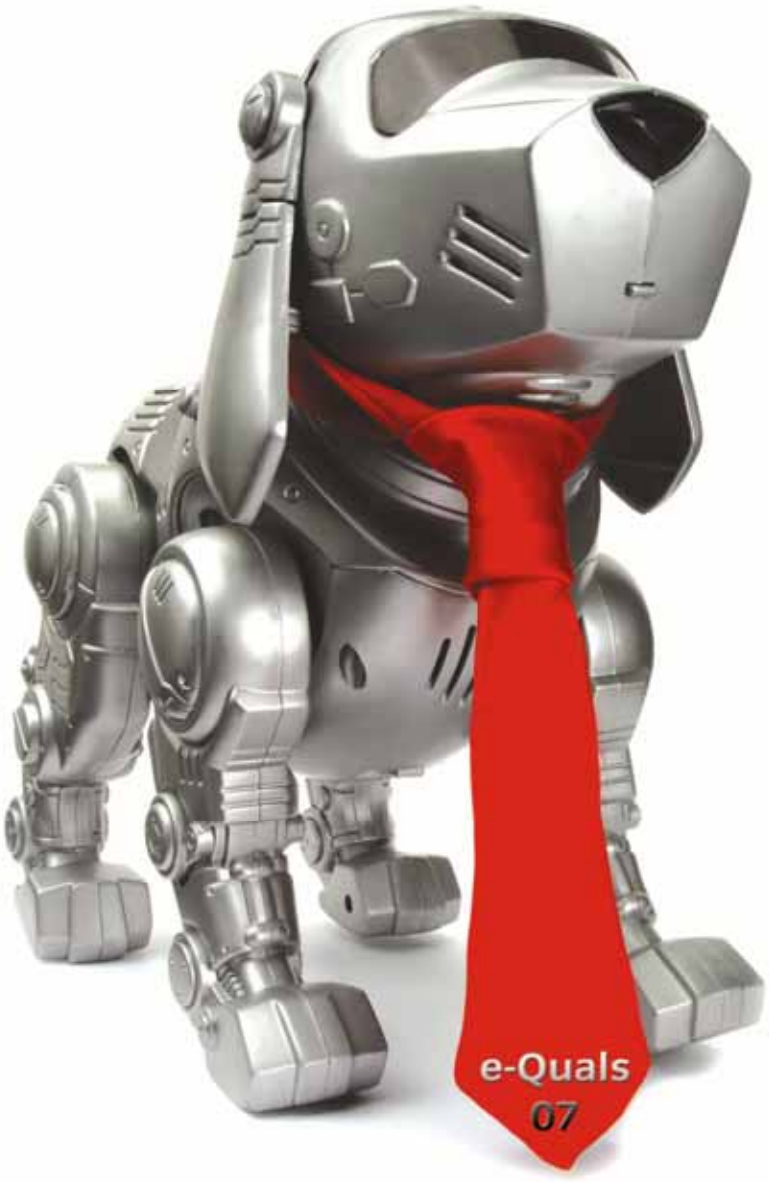
Assignment guide for Candidates
Assignment A



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Level 2 Maintain ICT equipment and systems 2 (7266/7267-401/7540-228) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises part of the assessment for Level 2 Maintain ICT equipment and systems 2 (7266/7267-401/7540-228).

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 2 (7266/7267-401/7540-228)

Candidate instructions

Time allowance: 3 hours

Assignment set up:

This assignment is made up of three tasks

- Task A – carry out safety inspections and to check fuse values.
- Task B – carry out routine preventative maintenance to a workstation.
- Task C – carry out troubleshooting and a routine operating system maintenance procedure file update

Scenario

You are required to carry out a routine preventative maintenance procedure on a workstation, consisting of a base unit, monitor, keyboard, mouse and printer, and to report and/or rectify any problems found.

Hand in your written answers on the answer sheet provided. Log sheets etc should be completed as indicated in the tasks. Screen prints should also be produced as directed by the assessor.

Task A – Carry out safety inspections and to check fuse values

1 Carry out a general inspection of the system installation and its immediate working area, and identify **three** items that could present a hazard if not properly managed. Enter on the System Hazards Log the

- details of the hazards
- risks attached to them
- recommendations for action to reduce those risks.

2 Visually inspect all accessible system cables for damage and deterioration. Enter the results on the System Electrical Safety Inspection sheet.

3 Obtain and fit replacement cables as necessary. Record your actions on the System Electrical Safety Inspection sheet.

4 For **three** mains powered items in the system, calculate the value of the fuse that should be fitted to the mains plug. Enter the values on the System Electrical Safety Inspection sheet.

5 Gain access to **each** mains plug fuse calculated in A4 and record each rated value on the System Electrical Safety Inspection sheet.

6 Obtain and fit correct fuses to the mains plugs.

Task B – Carry out routine preventative maintenance to a workstation

1 Visually inspect all system components externally for damage and deterioration. Using the Fault Reporting Log Sheet provided, identify any problems and propose actions to be taken.

2 Clean the exterior of the base unit, monitor, mouse, keyboard and printer

3 Remove accessible covers (excluding the monitor) and remove dust and debris from the base unit, mouse, keyboard and printer. Remove the minimum amount of printer covers to allow routine cleaning. Components other than detachable sheet feeders should not be removed. Other components must not be disturbed

4 Visually inspect the interior of the base unit for damage and deterioration. Identify **two** problems encountered and rectify defects. Using the Fault Reporting Log Sheet, record details of any damage or deterioration and any actions you took

Task C – Carry out troubleshooting and a routine operating system maintenance procedure file update

1 Obtain permission from the Assessor to apply power to the system.

2 Refit covers; reconnect the system as necessary and boot-up. Use the Fault Reporting Log Sheet to record details of any problems encountered

3 Carry out troubleshooting on any problems or defects encountered in (2) above. Using the Troubleshooting Record Sheet, record all details of any actions you undertook. On the answer sheet, suggest possible root causes of any problems encountered.

4 Carry out a data back up as directed by the assessor and take a screen print of the outcome to show that the back up completed.

5 Carry out a data restoration using the backup created in C4 and take a screen print of the outcome.

6 Carry out a routine operating system maintenance procedure as detailed by your assessor (for example a disk cleanup, de-fragmentation of disk, etc.) and take a screen print of the outcome.

(If you are carrying out de-fragmentation, take a screen shot of the initiation screen, you do **not** need to carry out the process.)

7 Using the Preventative Maintenance Log, enter details of all actions, findings and corrective/preventative measures taken during this assignment.

8 Hand all paperwork and removable storage media to your Assessor. Ensure that your name is clearly identified on your work.

9 Sign above your name and hand all paperwork to your Assessor.

End of assignment

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