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

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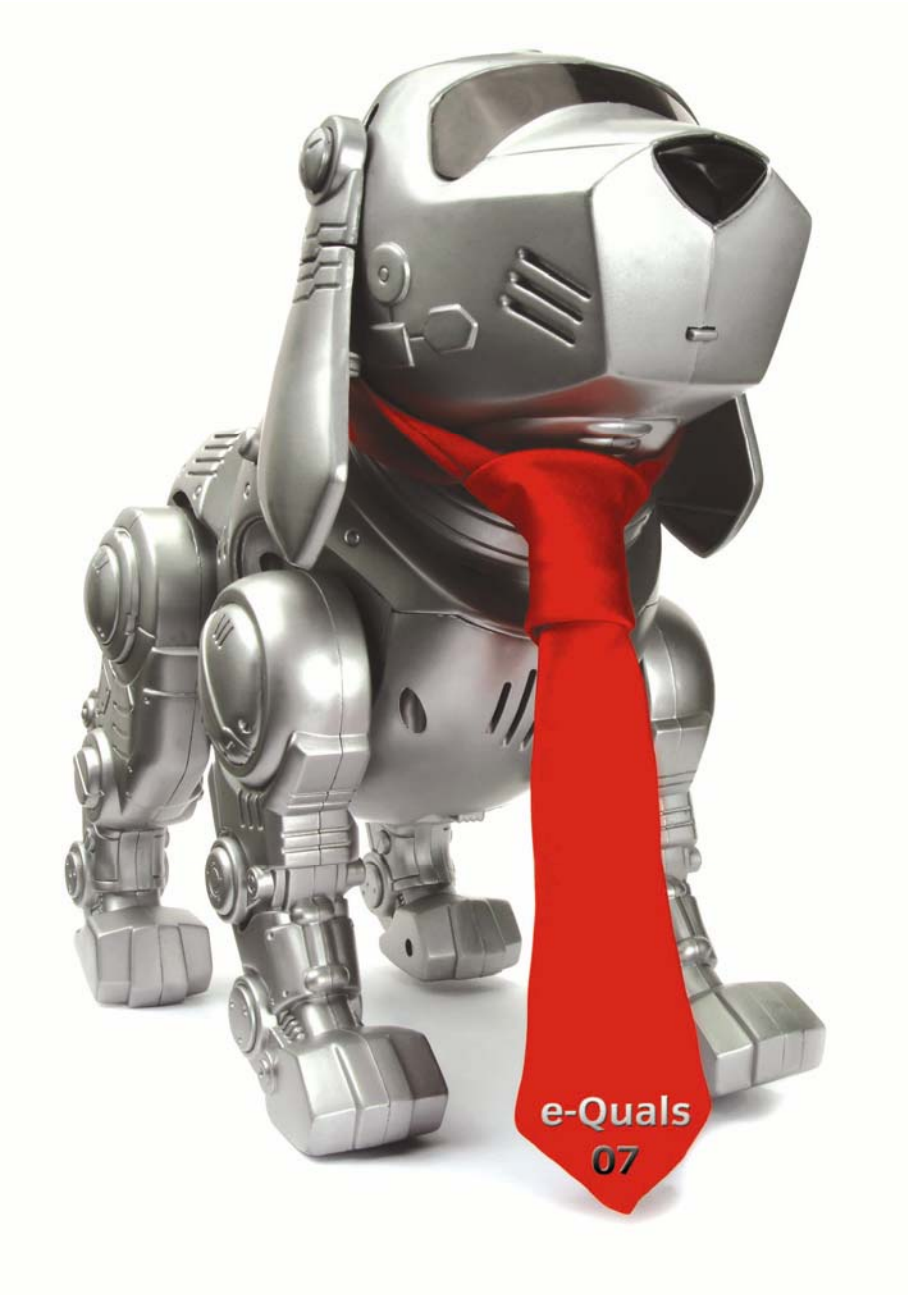
Assignment guide for Candidates
Assignment C



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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

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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 **four** tasks

- Task A – carry out a risk assessment
- Task B – carry out correct manual handling techniques and check fuse values
- Task C – carry out corrective maintenance procedures
- Task D – carry out preventative maintenance procedures

Scenario

You have been asked to move several items of ICT equipment, including monitors, base units, printers and a scanner to a new location. You have also been asked to carry out a range of preventative maintenance procedures to ensure good/improved performance from the equipment. You are expected to apply corrective measures to any problems that you may find.

Task A – Carry out a risk assessment

1 List the **five** steps for a risk assessment in the correct order.

2 You have been asked to carry out a risk assessment of the area the items are to be moved from and to. Identify **six** items that could be hazardous if they are not dealt with. Enter the details of the risks the hazards present **and** of the steps that you will take to deal with them into the table Risks, Hazards and Steps.

Task B – Carry out correct manual handling techniques and check fuse values

1 Demonstrate **or** describe the correct manual handling procedures for the following when you

- lift a monitor from the floor to a desktop
- move a base unit from one desktop to another
- move a printer from one location to another.

2 Check that the mains plugs for the base unit, monitor and printer are fitted with fuses of the correct rating. Enter the details into the table.

Item	Fitted Fuse Rating	Correct Fuse Rating
Monitor		
Base unit		
Printer		

3 Identify any incorrect fuses and highlight them clearly in the above table. Obtain and fit the correct replacement fuses.

Task C – Carry out corrective maintenance procedures

1 Following appropriate health and safety procedures, start up the computer equipment you have been given. Record details of any faults that occur in the Fault Reporting Log Sheet.

2 Check the output voltage of a power supply to make sure that it is producing the correct voltages.

3 Obtain any replacement/additional items you need and carry out any corrective maintenance that is required. Enter details of the repairs into the Fault Reporting Log Sheet.

4 Ensure corrective maintenance has been successful using appropriate functional tests. Record the test details and results in the Test Plan.

Task D – Carry out preventative maintenance procedures

1 Carry out **three** of the following processes. Enter the details into the Preventative Maintenance Record sheet.

- Disk cleanup
- Defragment the hard disk
- Disk check
- Anti-virus scan
- Spyware scan

2 Carry out **four** of the maintenance routines included in the Improved Performance Record sheet. Enter the results of your work into the sheet.

3 Perform a system or data backup to a suitable storage device. Restore the back up. Provide evidence using screen prints.

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

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

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

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