Level 3 ICT repair centre procedures 3 (7266/7267-507/7540-367)

www.cityandguilds.com/e-quals07
January 2010
Version 3.0

e-Quals
Assignment guide for Candidates
Assignment C

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Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 ICT repair centre procedures 3 (7266/7267-507/7540-367).

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 **4 hours**.

Level 3 ICT repair centre procedures 3 (7266/7267-507/7540-367) Candidate instructions

Time allowance: 4 hours

Assignment set up:

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

- Task A – Research health and safety requirements
- Task B – Plan technical and information resources

Scenario

You have decided to go into business building and repairing ICT equipment for small companies and private individuals. You have rented a small industrial unit that has adequate power supplies, lighting and domestic facilities. The front of the unit will be fitted out as a small shop and there will be a small workshop to the rear. You may assume that facilities such as toilets, washing facilities and heating are in place and are adequate. The local authority, who will be your landlord, has asked for details of how you intend to lay out the workshop and how you will manage the work. This assignment deals with the workshop only.

Note: Each of the following tasks will form a part of your final report and should be assembled at the end for handing in to your Assessor.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Research health and safety requirements

The work operations you will need to plan for are:

- assembly/disassembly
- test and software installation
- minor soldering
- spares and equipment storage.

1 List **five** features of a small ICT repair facility that has health and safety and/or environmental legislation associated with them.

Using the research tools available to you, find out the legal requirements for **each** of those features and state where that information can be found. Present the information in the form of a table with suitably headed columns.

Q1 Assuming that a workplace has more than five employees, outline the procedures for doing risk assessments and the things to remember when taking action as a result of a risk assessment.

2 For each of the **four** work operation you are planning, identify a different hazard that is likely to be present in the working environment. Decide on the level of risk that is likely for **each** one.

Using the information you collected in Task A1, decide how you should minimise the risk for **each** of the hazards. Your answer should cover all four of the work operations and should be presented in the form of a three-column table:

Hazard	Risk	Action to minimise risk

3 Decide how many power points and lights you will need, including lighting for close work. List these in a table stating the type, location and purpose of each.

4 Specify **three** safety items that you will need for the workshop.

Q2 Describe the equipment (including any safety equipment) and work procedures required for a bench soldering station.

Task B – Plan technical and information resources

1 Using a guide size for the workshop area of 7m^2, produce a working sketch to show the:

- location of each work operation
- work surfaces (benches etc) and special equipment
- lighting
- power supplies
- ventilation
- walkways
- waste disposal area
- tool and equipment storage.

2 Produce a draft work procedure (for use in your workshop) for the testing and use of ESD protection equipment. Include a brief explanation of why ESD protection is necessary, how the protection equipment works and how it should be tested.

3 Identify **three** types of waste that are likely to be generated by your workshop operations and describe how **each** type should be disposed of.

4 Produce a report for presentation to the planning authorities to show that you have properly planned your new venture and that you are aware of the main legal requirements you will have to comply with. You should include:

- a brief description of the legal requirements that you will have to comply with covering data protection, confidentiality and software licensing
- the diagram of the workshop layout from Task B1
- the risk assessment table from Task A2
- the safety devices and precautions from Task A4
- the lighting requirements from Task A3
- the draft work procedure from Task B2
- the statement of likely waste production and how you intend to dispose of it from Task B3.

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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