Level 1 Improving productivity using IT (IPU 7574-101)

ITQ (QCF)
Assignment guide for Candidates
Assignment A & B

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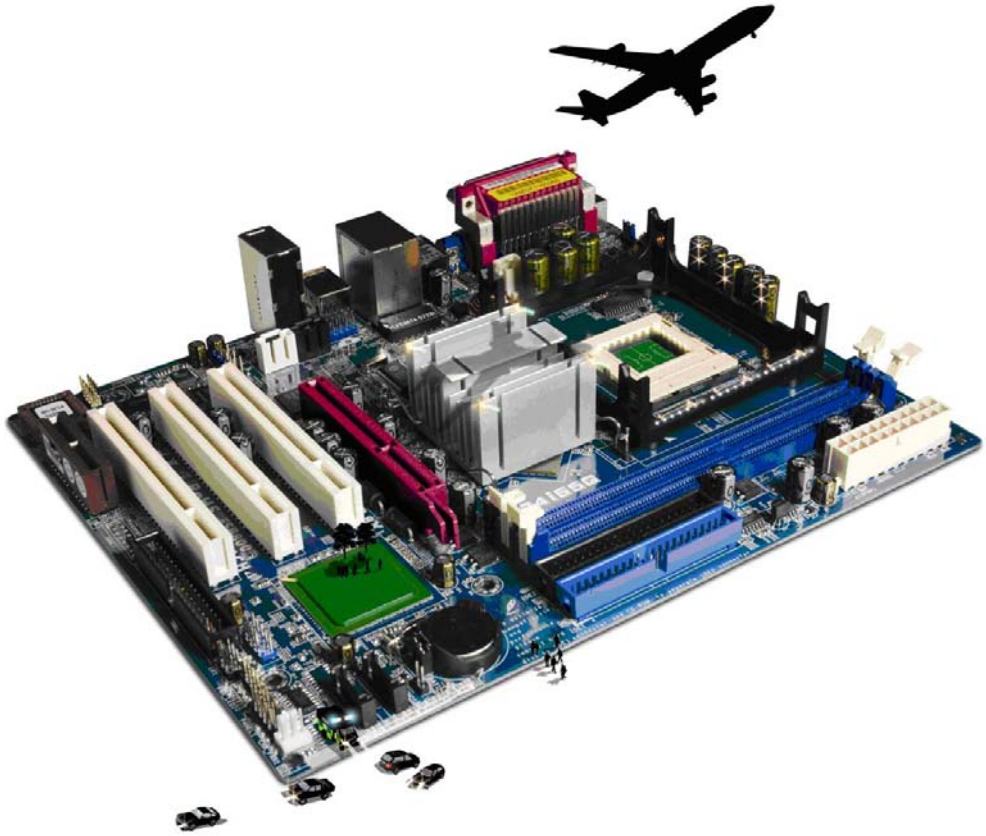

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Level 1 Improving productivity using IT (IPU 7574-101) Assignment A & B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Improving productivity using IT (IPU 7574-101).

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 **one and a half hours**.

Level 1 Improving productivity using IT (IPU 7574-101) Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Planning an IT task
- Task B - Completing an IT task
- Task C - Reviewing an IT task

Scenario

You have been asked to complete an IT task and as part of that you need to demonstrate planning, completing and reviewing a task.

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

Task A – Planning an IT task

1 **To be completed prior to the completion of your chosen assignment eg Producing simple word processed documents assignment A.**

Open the file Answer sheet, provided by your assessor and answer the following questions. You will need to keep this document open throughout your assignment.

2 Having read the scenario, give a brief description of why you are using IT to complete the task.

3 Give a brief description of what skills and resources will be required to complete the task successfully.

4 Before starting the task, give a brief description of the steps you would take to achieve it through using IT.

5 Briefly describe what hardware and software applications you are intending to use for the task.

6 Give **one** reason why you have chosen that software application.

7 What legal or local guidelines would you need to think about before completing the task?

Task B – Completing an IT task

1 **To be completed after your chosen assignment.**

Using your **Answer Sheet** answer the following questions.

2 Give an example of how you would use **one** of the following:

- a shortcut
- a customised menu
- a toolbar.

Task C – Reviewing an IT task

1 **To be completed after your chosen assignment.**

Using your **Answer Sheet** answer the following questions.

2 Review your completed task and give a brief description of how it was fit for purpose.

3 For the software chosen give a brief explanation of why it was suitable for the task.

4 Identify **one** strength of the completed work and **one** area where you felt it could be improved and how.

5 Show your assessor how to save your answer sheet using a suitable shortcut and save your Answer Sheet with the name Answer Sheet XX (where XX is your initials).

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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