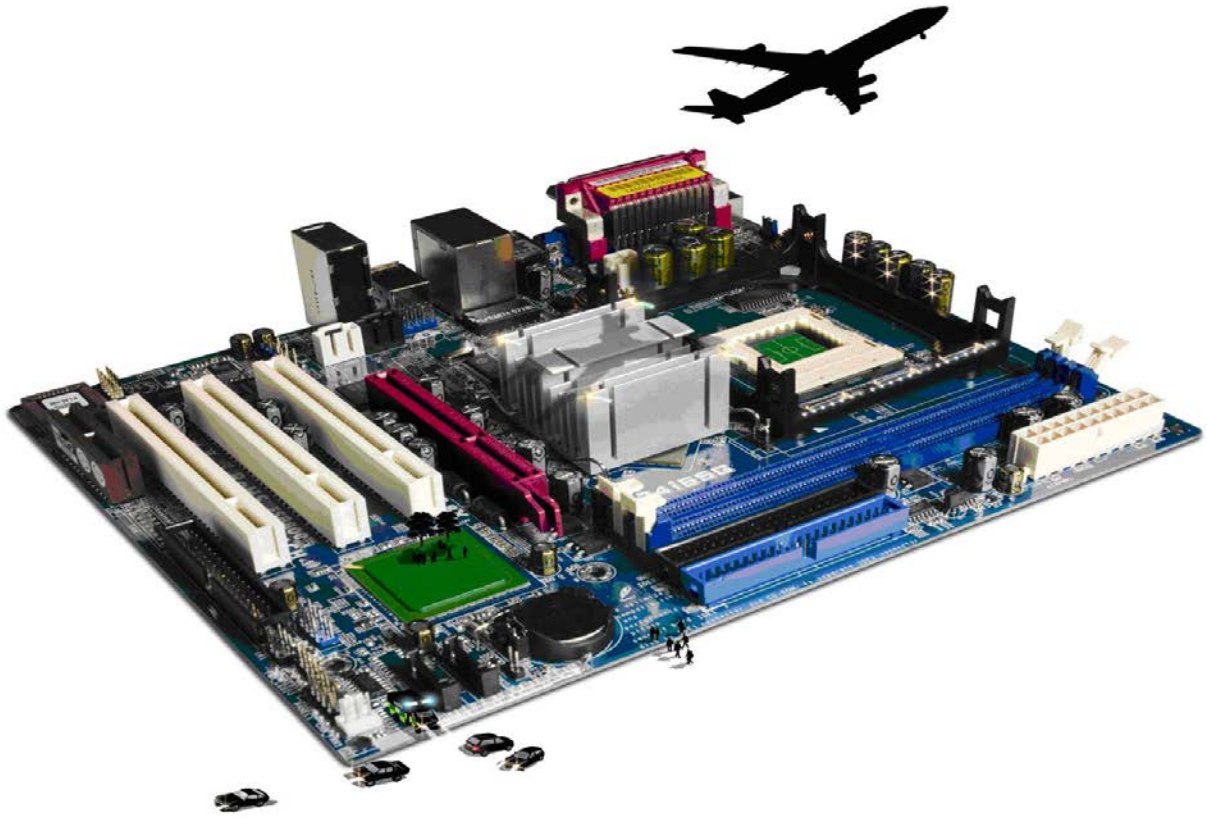
Level 1 Using Collaborative Technology (7574-109)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

www.cityandguilds.com
May 2012
Version 2.0



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, © City & Guilds Limited 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 © City & Guilds Limited. 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)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 109 - Using Collaborative Technology Level 1

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Using Collaborative Technology (7574-109) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Using Collaborative Technology (7574-109).

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 Using Collaborative Technology (7574-109)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Creating accounts
- Task B - Modifying settings and collaboration

Scenario

You work in a small training centre which wants to explore collaborative technologies and social media to share information between learners and colleagues. You have been asked to set up a Facebook and Google+ account, explore privacy options and to allow sharing of data between users.

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

Task A – Creating accounts

1 Create an account on Facebook using your own or details supplied by your assessor, ensuring that you follow the guidelines given to you.

2 Using the document **Answers 109 A**, provided by your assessor list **two** possible risks to you or your data when using Collaborative technologies and how you might avoid each of them.

3 Using the document **Answers 109 A** provided by your assessor, identify **two** ways in which a social networking page or user, can demonstrate authenticity or trust.

4 Using your previously created Facebook account, search for and go to the following address/page:
http://www.facebook.com/CGITQCollaborativeTech

'Like' the CGITQCollaborativeTech page.

5 Using the information from the forums on the CGITQCollaborativeTech page identify **three** terms and conditions applying to using Facebook safely, write your answers in the document **Answers 109 A**.

6 Use a suitable menu option, change your default privacy settings from public to Friends.

7 Upload a suitable cover photo to your account.

8 Using the information on either the forums or favourites within the CGITQCollaborativeTech page, identify **two** ways in which you can report online safety and security issues. Write your answers in the document **Answers 109 A**.

9 Upload at least two of the images provided as a new album within your Facebook page.

Using the document **Answers 109 A**, identify **two** privacy settings that you can apply to your uploaded photos and why you may wish to change the settings from one photo to another.

10 Modify the privacy settings on the photos you have just uploaded, so they differ to the default setting, but offering an increased level of privacy.

11 Using the document **Answers 109 A** document give one reason why you may use social networking tools.

12 Using the document **Answers 109 A** document give one reason why you would use collaboration tools.

Task B – Modifying settings and collaboration

1 Using your own or details supplied by your assessor, ensuring that you follow the guidelines given to you, create a Google+ account.

2 Follow the Google+ page City and Guilds ITQ Using Collaborative Technology, you can either search for this page manually or use the link on the CGITQCollaborativeTech Facebook page.

3 Using appropriate Netiquette, send a message to only City and Guilds ITQ Using Collaborative Technology.

4 A member of the City and Guilds team follows the Google+ page and is an owner of the CGITQCollaborativeTech Facebook page, carry out appropriate checks to verify the identity and add the contact as a friend on Facebook or follow them on Google+.
Using the 'About' section of the Facebook page allows you to view information about page owners.

Take a screenshot of your friend request, or your follow, and paste it into your **Answers 109 A** document.

5 Using either Google Reader or another suitable application within Facebook add a RSS news feed of one of the sites named below or another which posts content that is of interest to you. (Note the addresses given are not the RSS feed addresses but the webpage from which they are derived)

www.bbc.co.uk/news

http://www.bbc.co.uk/blogs/webwise/

http://cgict.tumblr.com/

http://www.bbc.co.uk/sport/0/15890345

Take a screenshot of the feed you have setup and paste it into your **Answers 109 A** document.

6 Using the link on the CGTQCollaborativeTech Facebook page or the Google+ page City and Guilds ITQ Using Collaborative Technology that links to Google Docs, access the document and download to your work area as **Planets Draft**.

7 The document **Planets Draft** has a number of grammar and spelling errors, using a suitable application, open the file you have downloaded, correct the errors and then resave the file as **Planets** using a suitable file format.

8 Using **Answers 109 A** document, identify two possible issues/problems you may experience when using Collaborative technologies.

9 Using **Answers 109 A** document, identify where you could access help if you had a problem on Facebook or Google+

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)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)
www.cityandguilds.com

City & Guilds is a company registered in England and Wales (company number 16513878)