Level 1 Drawing and planning software (DPS 7574-123)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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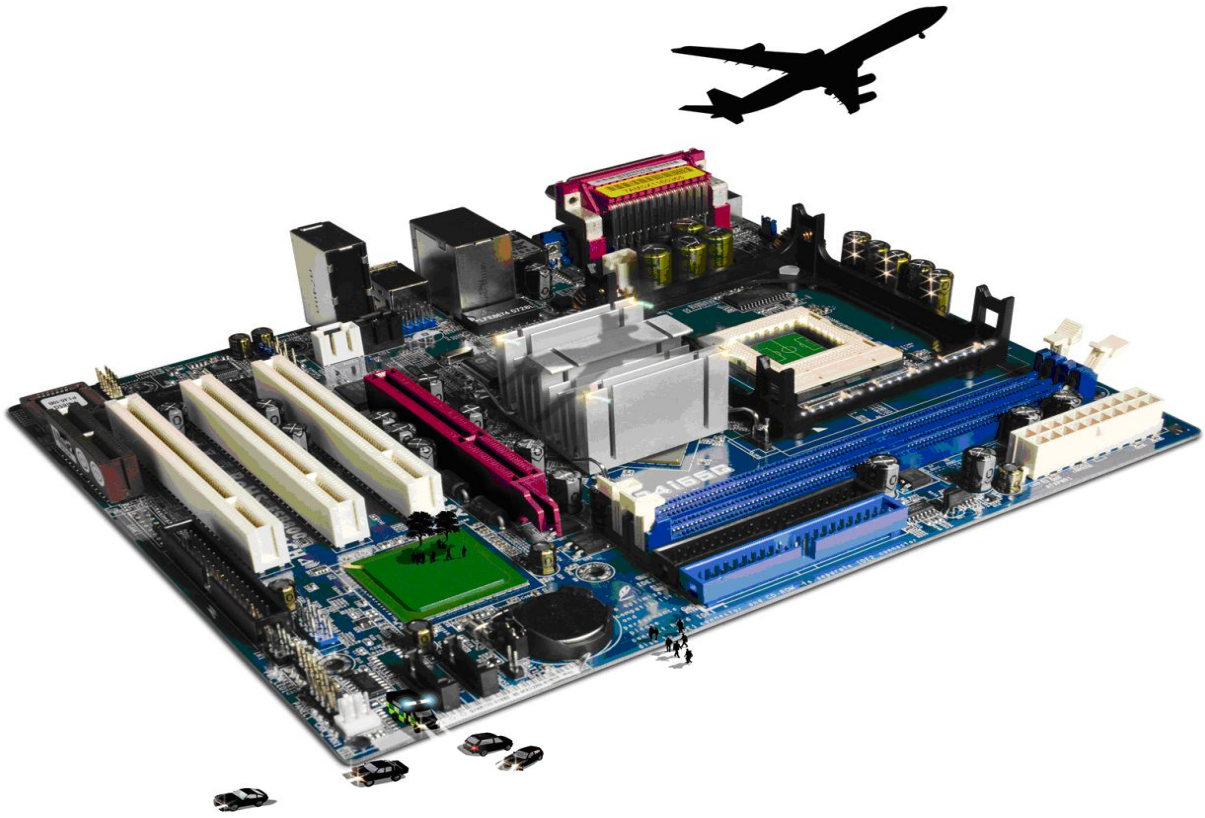

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Level 1 Drawing and planning software (DPS 7574-123) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Drawing and planning software (DPS 7574-123).

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 Drawing and planning software (DPS 7574-123)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Setting up a Mind Map
- Task B - Adding detail to the Map
- Task C - Adding detail and finalising design

Scenario

You have been asked to prepare a plan using software that contains 2D planning tools (including software capable of producing 2D images) to organise the ideas visually of a planning meeting in the local community setting that you volunteer in.
The manager has given you a table with all the information you need in, to prepare the visual plan.

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

Task A – Setting up a Mind Map

1 Open the 2D Drawing and planning software (Mindmapping or similar).

2 Select a new page or an existing template.

3 Insert a new centre branch/node/box with the text '**Room Changes**'.

4 Use the table shown on the following page to add Branches, Sub Branches and Secondary Sub Branches to the map.

Continued over…

Main Branch Topics	Sub Branch/Topic	Second Sub Branch/Topic
• Room 1 New Creche	• Close for 2 days • Buy large boxes and labels • Empty Room	• Inform Parents
• Room 2 New Café	• Paint room • Buy tables, chairs and equipment • Design menus and posters	• Buy Paint
• New Container	• Planning Permission Granted • Mark out car park • Order new container	
• General	• Change door signage	

5 Save the map with the name **Draft**.

Task B – Adding detail to the Map

1 Change the shape of **each** of the Main Branch Topics.

2 Change the colour of the shape or the lines of the shape so that **each** Main Branch Topic is a different colour.

3 Change the size of the font in **each** of the Main Branch Topics so that the branch titles fill the shape.

Task C – Adding detail and finalising design

1 Add a **completion** symbol to the branch **Planning Permission Granted** in the topic **New Container**.

2 Add a **telephone** and an **envelope** symbol or image to the Sub Branch/Topic **Inform Parents** in the topic **Room 1 New Creche**.

3 Add a **reminder** symbol, image or flag to the branch **Change Door Signage**.

4 Add a note connected to the branch **Buy tables, chairs and equipment** - Email supplier for new catalogue.

5 Add and resize the image **Rooms** to the Central Topic of the Map.

6 Add a border to the map.

Continued over…

7 Check the map to ensure it meets the brief.

Save the map as **Final Map**.

Print **one** copy of the map.

8 Using your **Answers 123 A** document, provided by your assessor, identify **two** copyright constraints that can apply to downloaded files (eg images and text).

Save your answer document as **Answers 123 A XX** (**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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