Level 1 2D Drawing and Planning Software (DPS 7574-123)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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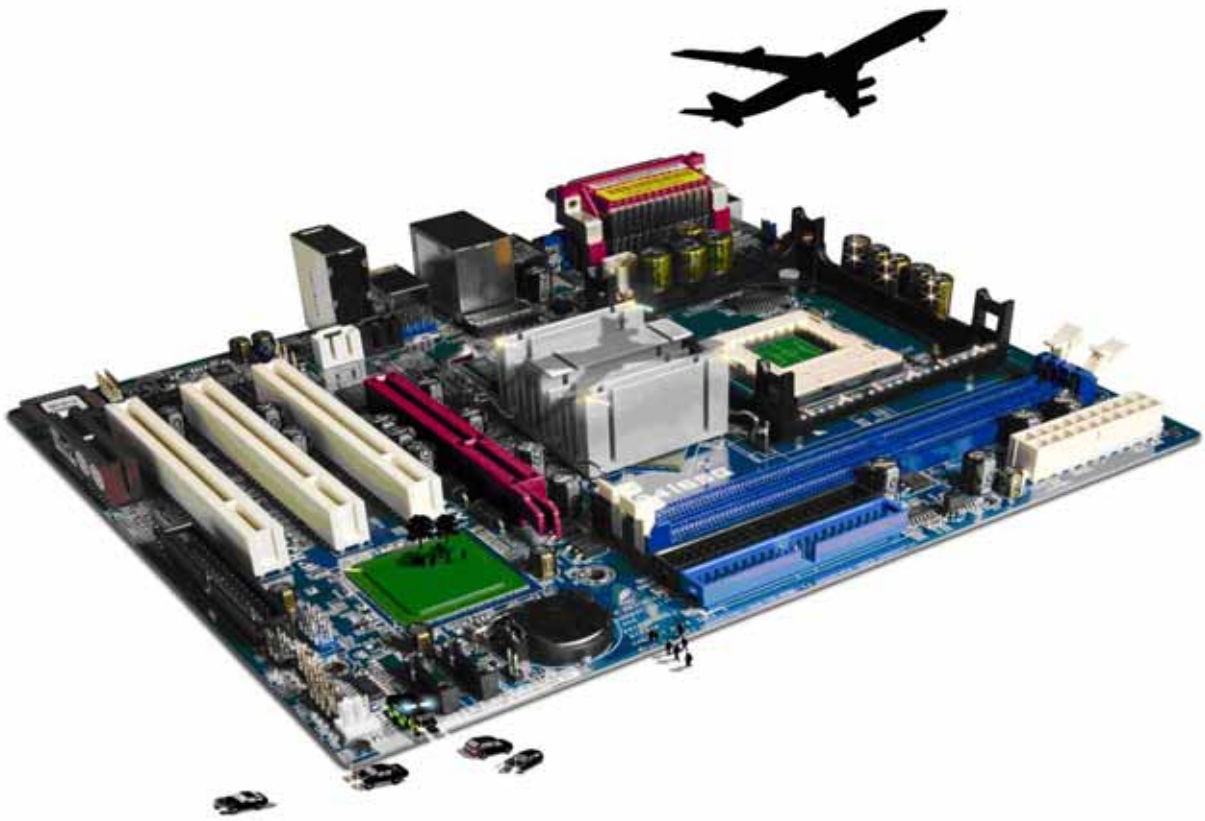

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Level 1 2D Drawing Planning and Software (7574-123)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 2D Drawing Planning and Software (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 2D Drawing Planning and Software (7574-123)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Prepare shapes
- Task B - Modify layout
- Task C - Finalise layout

Scenario

You work in a local citizens advice bureau and regularly give advice to clients seeking to set up their own bank account. In order to assist with this task, you are preparing a help sheet.

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

Task A – Prepare shapes

1 Open software that has flow chart shapes you can use.

2 Select a new page or an existing template.

Switch on any drafting guide (eg grid lines) that are available in the software (use this to help you place your shapes).

Add the heading **BANKING PLAN** to the top of the page.

3 Shape 1 - At the top of the page and centered, insert a shape suitable for a statement.

Insert the statement: **Things to Consider**

4 Shape 2 - Directly underneath select and add a shape for question.

In this shape add the question **Do you know which Bank you would like to use?**

5 Add a connecting arrow between the **two** shapes.

Continue next page…

6 Shape 3 - Select a shape suitable for decision and add **two** of these shapes underneath the last shape (Shape 2).
Leave enough room for connecting arrows to be added later.

Add **Y** in one
Add **N** in the other

7 Shape 4 - At the side of the shape 3 with the text N add a shape that indicates a document.
Leave enough room for connecting arrows to be added later.

Insert the text: **Select a bank from the list provided**

8 Directly underneath Shape 3 select and add a shape for a question (as Shape 2).
Leave enough room for connecting arrows to be added later.

Add the text:
LOCATION - where is the nearest branch of this bank to you – is it easy to get to?

9 Select a shape suitable for decision (Shape 3) and add two underneath the last shape
Leave enough room for connecting arrows to be added later.

Add **Y** in one
Add **N** in the other

10 Shape 5 - At the side of the last shape added with the text **N** add a shape that indicates a process
Leave enough room for connecting arrows to be added later.

Insert the text **Select a different bank or use online banking**

11 Shape 6 Directly underneath (as shape 3) select and add a shape for an alternative process.

Add the text: **Call the bank to make an appointment.**

12 Insert a shape suitable for a statement (as shape 1).
Leave enough room for connecting arrows to be added later

Insert the statement: **Things you need to take**

Continue next page…

13 Directly underneath add a shape that indicates a document (as shape 4).
Leave enough room for connecting arrows to be added later.

Insert the text

ID – your bank will require:
2 forms of ID

- **your driving licence, birth certificate or passport**
- **a household bill (proof of address)**

14 Add connecting arrows to all shapes as required.

Do not add a connecting arrow between the shapes with the text:
Call the bank to make an appointment and **Things you need to take**

15 Save the plan as Draft Bank.

Task B – Modify layout

1 Change the solid colour of each of the different shapes eg:

- Statement
- Decision

2 Change the solid colour and the line colour of the connecting arrows.

3 Change the line colour of each of the different shapes eg:

- Question
- Document
- Alternative process
- Process

4 Change the font in the Statement shapes to Bold.

Task C – Finalise layout

1 Add and resize the image of the building at the top and on the right hand side of the plan.

2 The image is copyright – select an appropriate symbol and add it directly underneath the image.

3 Add a coloured border to the plan.

Continue next page…

4 Check the plan to ensure that all the shapes and connectors flow neatly and in line with one another. Adjust if necessary.

Also check that all shapes and text is inside of the border.

5 Save the file as Final Plan.

6 Print **one** copy of the plan.

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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