Level 1 Multimedia Software (MM 7574-124)

ITQ (QCF)
Assignment guide for Candidates
Assignment B
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, © The City and Guilds of London Institute 2010 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 © The City and Guilds of London Institute. 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 124 – Multimedia software Level 1

Assignment B

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction – Information for Candidates</td>
<td>2</td>
</tr>
<tr>
<td>Candidate instructions</td>
<td>3</td>
</tr>
</tbody>
</table>
About this document
This assignment comprises all of the assessment for Level 1 Multimedia software (MM 7574-124).

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 Multimedia software (MM 7574-124)
Assignment B
Candidate instructions

Time allowance: One and a half hours

The assignment:

This assignment is made up of four tasks

- Task A - Plan and research a four page/screen product
  (Candidates may use the example Product Plan in candidate instructions –MM Product Plan)
- Task B - Create the product
- Task C - Review and amend the product
- Task D - Demonstrate the product

Note: Task A should be completed prior to the assignment. No time restriction is given for Task A. The time allowance is for Tasks B to D.

Scenario

You work in the publicity department for an event management company.

You have been asked to produce a multimedia product for their website to promote a classical concert that is to be held next month. The concert will feature two orchestras.

You will need to plan and create a four-screen/page product. You should plan the product to include:

- An introductory page
- Details of the two orchestras including images, text, video and sound as required
- Address details for the concert with the contact details.

The promoter for this concert has specified that the images may be still or moving and that some sound is included during playback. The user must be able to control the product by the use of playback controls.

Read all of the instructions carefully and complete the tasks in the order given.
Task A – Plan the multimedia presentation

1. Based on the scenario create a **Product Plan** (example attached).

   Identify the client’s main requirements including the main elements of the product and the intended audience.

   You should also identify the display device that will be used to present the finished product.

   Make sure that each slide/page includes text and an image and at least **one** slide/page includes either a sound or video clip.

2. View the files provided by your assessor. If you would like to use them for your product then you can. However, if you would like to source your own then you may do so.

3. Using your Product Plan, for each multimedia element you plan to include in your final product identify and acknowledge:
   - any sources you plan to use
   - any copyright issues that may apply.

4. On your **Product Plan**, identify **two** file formats of the elements that you intend to use eg text files, image files etc.

   Add the storage media to be used to save the final product to your **Product Plan**.

5. Save your Product Plan to your work area with the name **MM Product Plan**(*your initials)*.

Task B – Create multimedia presentation

1. In your work area create a folder, using the file name **Concert**.

2. Copy the media files provided by your assessor and any files you have sourced yourself into the **Concert** folder.

3. Using your **Product Plan**, and your chosen software, create the four screens/pages combining the supplied text and multimedia content identified in your **Product Plan**.

   Add suitable effects eg slide transitions, hyperlinks etc to improve the final product.

4. Save your product with the name **Classical Concert** in a format suitable for your playback device.
5 Check your finished product, making any amendments as necessary:

- proofread all text and check for spelling errors
- check that all images are fully displayed
- check that timings are suitable
- make sure the content is readable eg text size and colour
- make sure that sound/video works as intended.

Resave your product with the name **Classical Concert Final**.

**Task C – Check and present multimedia presentation**

1 You need to check your multimedia product to make sure it has met the client's requirements.

2 Make any corrections to your plan to make sure it is the same as your finished product.

**Task D – Task D - Demonstrate the product**

1 Demonstrate to your assessor your final product including:

- playback of the product
- adjusting the display settings to meet needs.

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**