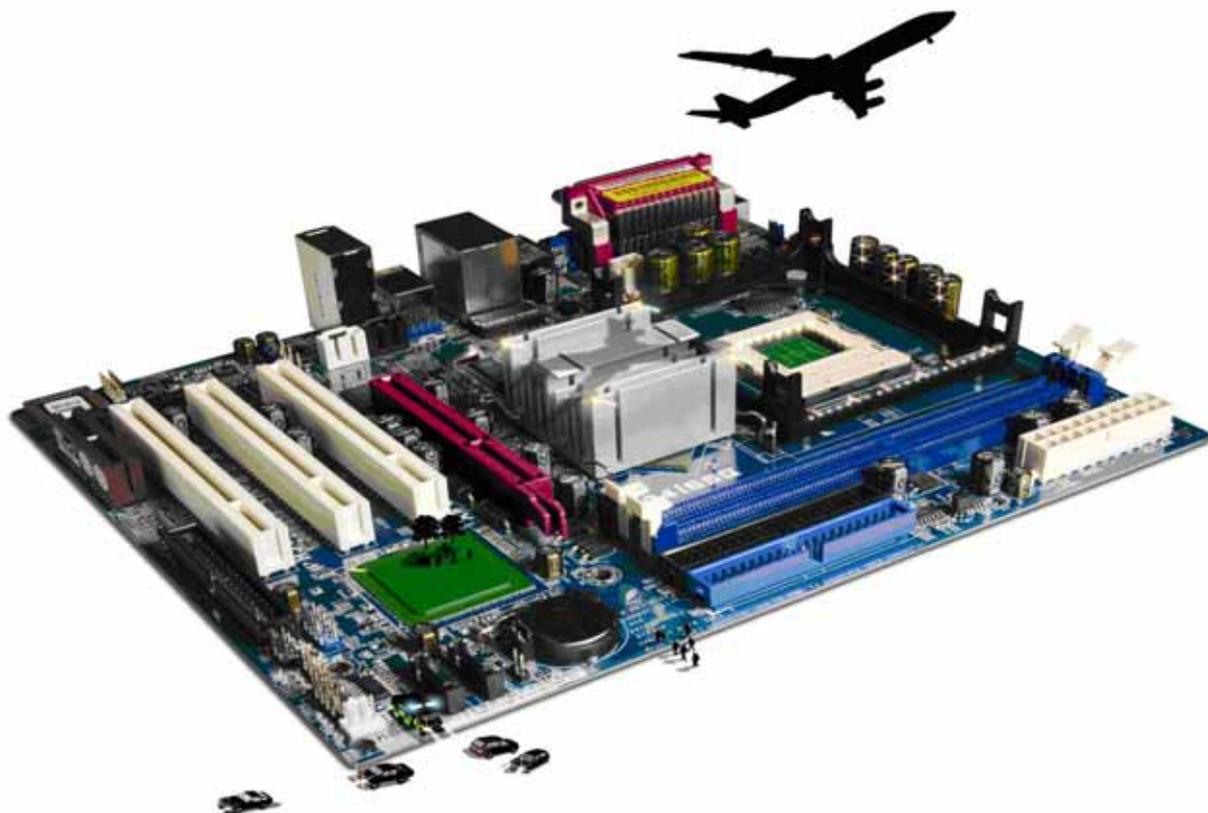


Level 1 Internet Safety for IT Users (7574-135)

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)

T +44 (0)844 543 0033 (Learners)

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents



Unit 135 – Internet Safety for IT Users

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Level 1 Internet Safety for IT Users (7574-135).

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 Internet Safety for IT Users (7574-135)

Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Legal constraints and online guidelines
- Task B - Risks that can exist when using the internet
- Task C - Working safely online
- Task D - Protecting your data

Scenario

You work as an assistant for a local internet service provider. The technical support team have been receiving enquires from customers on non-technical issues. The questions asked have been collated and you have been asked to produce a simple FAQ (frequently asked questions) sheet which will be uploaded to the company website.

You are advised to keep your answers brief but not to give Yes/No answers. Your line manager has also asked you to demonstrate your skills by including some screen prints and has included additional guidance for you in the brackets after some of the tasks.

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

Task A – Legal constraints and online guidelines

- 1 I have found some pictures on the internet that have the '©' symbol. Can I freely use them and what does the symbol refer to?
- 2 I think a friend's child is being groomed on the internet. Is there any organisation that I can turn to?

(Only give one example of an organisation and screen print their home page)

- 3 What guidelines and procedures should a company have in place for the safe use of the internet?

(Give **three** examples)

Task B – Risks that can exist when using the internet

Note: Ensure that you have written your name and today's date on the answer sheet.

- 1 What does the term 'phishing' relate to?
- 2 When working online, how can I use software to prevent unauthorised access to my computer's data?

(Give one example and screen print a suitable software setting)
- 3 I download a file from the internet and several of my other files have now been corrupted. What is the most likely cause and how can I prevent it happening in the future?

(Give one example and include a screen print of a suitable prevention)
- 4 Is it safe to complete online forms with my personal details and banking references? Is there an online guide I can refer to?

(Give one example and include a screen print of a suitable online guide)
- 5 If a picture has been posted on the internet, I am informed that it is free to use for any purpose. Is that correct?
- 6 Is all information posted on a website reliable and up to date?

Task C – Working safely online

- 1 Is it safe to open email attachments that come from unknown sources?
- 2 I want to ensure that my credit card numbers and log on scripts/ passwords remain safe. Is there any software that I can use to protect myself?

(Give one example and include a screen print of the home page of one such software provider)
- 3 What are the symptoms of 'cyber bullying'?

(Give **three** examples)

4 Where can I get help and information online about staying safe when on the internet?

(Give one example and screen print the home page of a suitable source)

5 What is an email filter?

(Include a screen print of an email filter being configured or a current setting)

Task D – Protecting your data

1 What is the difference between Freedom of Information and Digital Copyright?

2 What can anti-virus protection software do to protect my computer system when connected to the internet?

(Give **three** examples)

3 When I am on the internet, if I see the padlock icon can I assume that this is a secure site?

(Include a screen print of a security certificate)

4 I am considering joining a social networking site. What controls are there to limit access to my profile?

(Identify one site that gives advice on privacy settings and screen print their home page)

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 registered charity
established to promote education
and training