Level 2 Improving productivity using IT (7574-201)

ITQ (QCF)
Assignment guide for Candidates
Assignment A & 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)20 7294 2800     www.cityandguilds.com
F +44 (0)20 7294 2400    learnersupport@cityandguilds.com
About this document
This assignment comprises all of the assessment for Level 2 Improving productivity using IT (7574-201).

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 two hours.
Time allowance: Two hours

The assignment:

This assignment is made up of three tasks

- Task A - Planning an IT task
- Task B - Reviewing an IT task
- Task C - Implementing changes and testing

Scenario

You have been asked to complete an IT task and as part of that you need to demonstrate planning, completing and reviewing a task.

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

Task A – Planning an IT task

1. **To be completed prior to the completion of your chosen assignment** eg Using word processing software to adapt and merge documents assignment A.
   
   Open the file Answer sheet, provided by your assessor and answer the following questions. You will need to keep this document open throughout your assignment.

2. Having read the scenario, give a brief description of why you are using IT to complete the task.

3. Give a brief description of what skills and resources will be required to complete the task successfully.

4. Before starting the task, give a brief description of the steps you would take to achieve it through using IT.

5. Give a brief description of any factors that you would take into account that may affect the task.

6. Briefly describe what hardware and software applications you are intending to use for the task.

7. Give one reason why you have chosen that software application and one reason why you have chosen the hardware.

8. What legal or local guidelines would you need to think about before completing the task?
Task B – Reviewing an IT task

1  To be completed after your chosen assignment.

   Using your Answer Sheet answer the following questions.

2  Describe any differences from your plan used in completing the task.

   If none were made please give a brief description of why.

3  Give a brief outline of the techniques used and if they were appropriate to the task and its intended purpose.

4  Identify two strengths of the completed work and one area where you felt it could be improved.

5  Describe the improvement you would make to the completed task.

6  Review your completed task and give a brief description of how it was fit for purpose.

Task C – Implementing changes and testing

1  To be completed after your chosen assignment.

   Using your Answer Sheet answer the following questions.

2  Review the completed assignment and describe one way to improve both productivity and efficiency.

3  Using the completed task, add the improvement you have identified that would improve the productivity when the task is repeated.

4  Test your improvement to ensure that it works as you intended it to.

   Save your revised task and write the location and name of the file on your Answer Sheet.

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