Level 2 Improving productivity using IT (7574-201)

ITQ (QCF)
Assignment guide for Candidates
Assignment A & B

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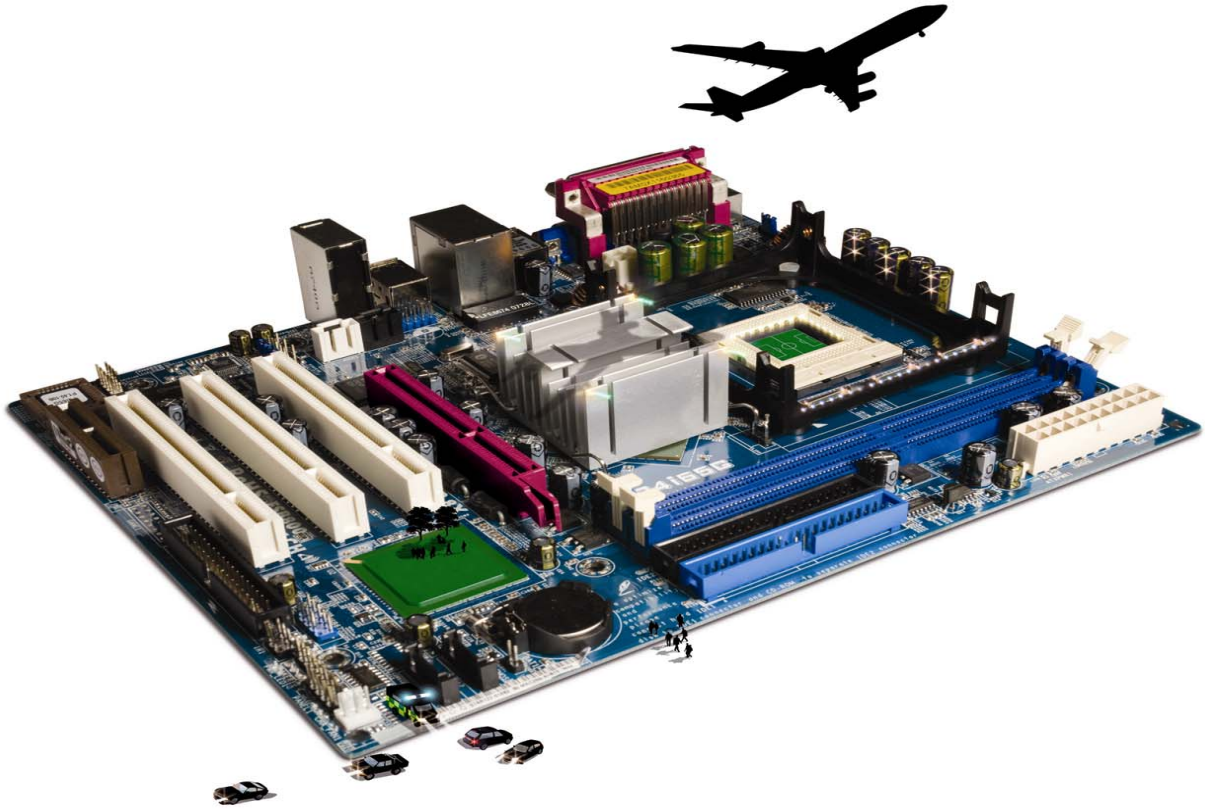

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Level 2 Improving productivity using IT (7574-201)
Assignment A & B

Introduction – Information for Candidates

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**.

Level 2 Improving productivity using IT (7574-201)
Candidate instructions

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 and 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

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