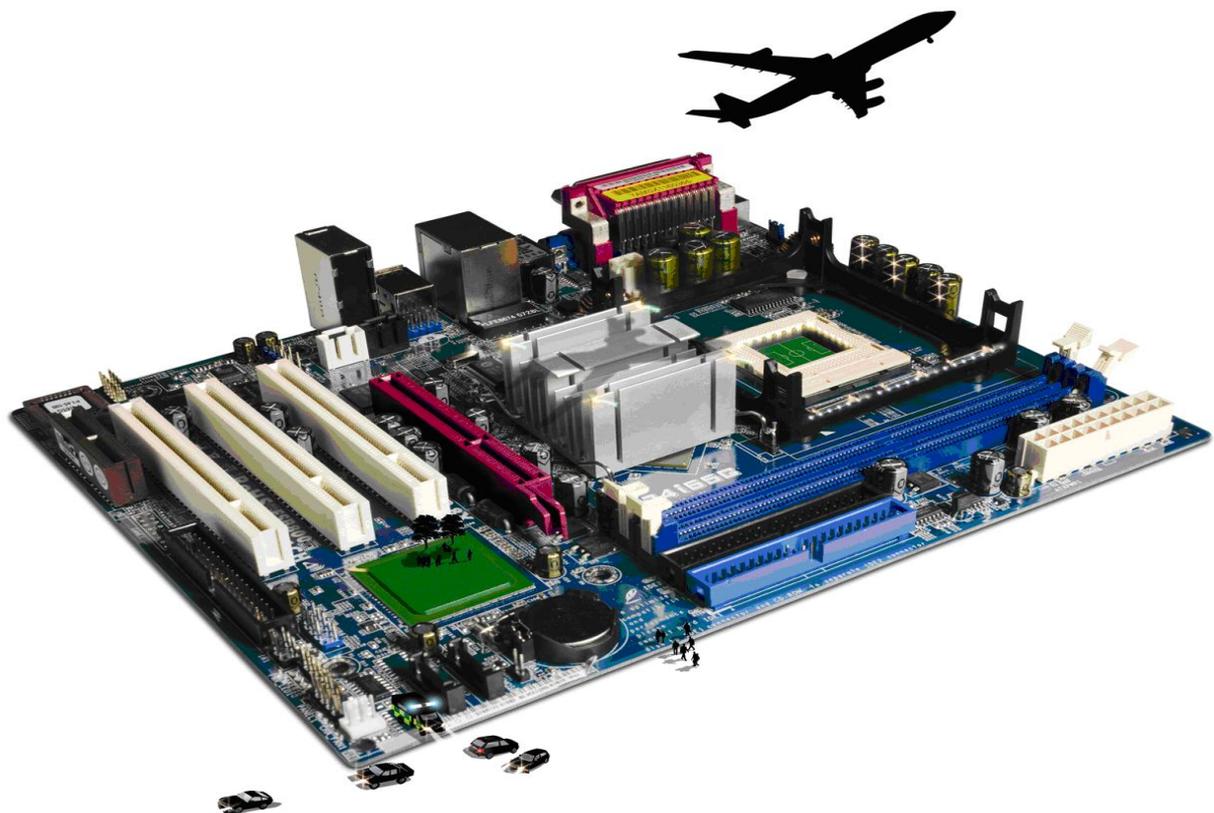


# Level 2 Security for IT Users (7574-205)

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](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

# Contents

## Unit 205 – Security for IT Users Level 2

### Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

---

# Level 2 Security for IT Users (7574-205)

## Assignment B

### Introduction – Information for Candidates

#### About this document

This assignment comprises all of the assessment for Level 2 Security for IT Users (7574-205).

---

#### 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 Security for IT Users (7574-205)

## Candidate instructions

**Time allowance: Two hours**

### **The assignment:**

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

- Task A - Information on security measures
- Task B - Implement security precautions
- Task C - Backup data

### **Scenario**

Multimedia solutions Inc have recently installed a new stand alone computer to manage their Day to Day operations, these operations include Sales, ordering and all Financial data, obviously some of this data is extremely sensitive and they require you to guide them on appropriate security issues to keep this data safe and secure.

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

### **Task A – Information on security measures**

- 1 On the **Answers 205 B document**, provided by your assessor describe **three** different security and Integrity issues that may threaten the computer systems and data of **Multimedia Solutions Inc**.
- 2 On the **Answers 205 B** document, provided by your assessor use your answer to the previous question to describe **three** solutions to protect the data on the computer systems of **Multimedia Solutions Inc**.
- 3 On the **Answers 205 B** document, provided by your assessor describe to the owners of **Multimedia Solutions Inc** why it is important to back up data, also give examples on how to do this safely.

## Task B – Implement security precautions

- 1 **Multimedia solutions Inc** have asked you to secure the data on their computer system, you need to perform the following operations

Create an admin user on the computer using the user name and password given to you by your assessor.

- 2 Create **two** user accounts that have limited access to system files.
- 3 Log on as the administrator and Install and configure the **Anti Virus** and **Firewall software** given to you by your assessor.
- 4 The computer system has several files saved to the administrator's desktop; these files need to be saved in a folder that can be accessed by both of the limited user accounts.
- 5 Demonstrate access to this folder from both accounts to your assessor.

## Task C – Backup data

- 1 Using the backup device given to you by your assessor back up all of the shared files on the computer system.

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](http://www.cityandguilds.com)**

**City & Guilds is a registered charity**  
**established to promote education**  
**and training**