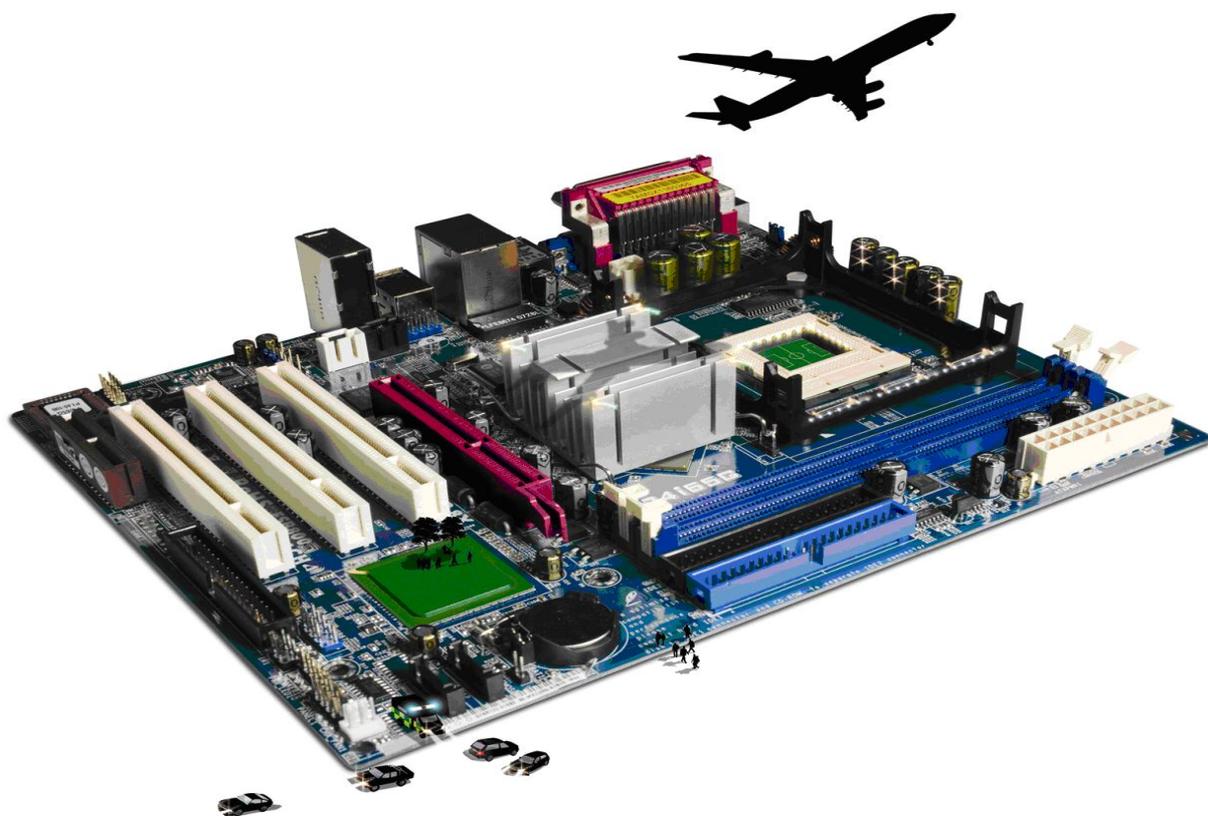


Level 2 Drawing and planning software (7574-223)

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 223 – Drawing and planning software Level 2

Assignment B

| | |
|---|---|
| Introduction – Information for Candidates | 2 |
| Candidate instructions | 3 |

Level 2 Drawing and planning software (7574-223)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Drawing and planning software (7574-223).

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 Drawing and planning software (7574-223)

Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Meeting users needs
- Task B - Create floor plans
- Task C – Modify floor plans

Scenario

You work for a local design company as a junior designer. A local company has approached your employers to design a hair studio.

The company has recently purchased a space within the local town centre with the following dimensions; the room is rectangular with the east and west walls being approximately 15 metres long and the shorter (north and south) walls being approximately 13 metres long. The east wall has a single door 4.5m from the south east corner.

The hair studio needs the following areas / rooms within the total space.

- Opposite the main entrance an 'L' shaped reception desk and chair
- Towards the south east corner of the reception area two sofas and a round table for clients to use forming an open plan area with the reception desk
- A W/C in the south west corner of the space
- A small kitchen on the west wall next to the W/C and behind the reception desk
- To the north east corner of the building above the main entrance the following needs to be created. Fill this space with:
 - a changing area with space for four cubicles and with a door
 - a facial area with a door, massage bed and basin
 - a small w/c
 - another small kitchen.
- In the remaining space forming the north east of the building above the kitchen the following areas need to be created in an open plan format. Fill this space with:
 - a styling area with space for 7 chairs
 - a drying area with space for 3 dryers
 - a Shampoo area with 3 basins
 - a table for staff and clients to discuss colour (in the north west corner).

Note: If your drawing package does not contain examples of the equipment required above use suitable / alternative shapes.

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

Task A – Meeting users needs

- 1 You have been asked to create a floor plan for a hair studio.

Before you start to draw your floor plan and referring to the scenario, briefly identify the following. Using your **Answers 223 B** document provided by your assessor.

- Identify what types of shapes and elements will be needed?
- Review templates available and describe how they can be modified?
- Identify what copyright constraints apply to the use of any shapes or images?

Save your this document with your initials as **Answers 223 BXX** (where XX are your initials).

Task B – Create floor plans

- 1 Create your floor plan for the hair studio.

Your first task is to layout the exterior walls of the studio to the given specification; ensure you have drawn your room to scale. The room is rectangular with the east and west walls being approximately 15 metres long and the shorter (north and south) walls being approximately 13 metres long. The east wall has a single door 4.5 metres from the south east corner.

Note: Ensure that your layout identifies the scale used or shows dimensions.

- 2 Opposite the main entrance insert an 'L' shaped reception desk and chair.
- 3 Towards the south east corner of the reception area insert **two** sofas and a round table for clients to use forming an open plan area with the reception desk.
- 4 In an area approximately 2.5 metre by 2.5 metres, create a w/c in the south west corner of the space.
- 5 In an area approximately 2.5 metre by 2.5 metres, create a small kitchen area on the west wall above to the w/c and behind the reception desk.
- 6 To the north east corner of the building above the main entrance the following needs to be created in a space approximately 9 metres (east wall) by 7 metres.
Fill this space with:
 - a changing area with **four** cubicles and a door
 - a facial area with a door, massage bed and basin
 - a small w/c
 - another small kitchen.

Continued over...

- 7 In the remaining space forming the north west of the building above the kitchen the following areas need to be created in an open plan format.
Fill this space with:
- a styling area with **seven** chairs
 - a drying area with **three** dryers
 - a shampoo area with **three** basins
 - in the north west corner insert a table with **three** chairs for staff and clients.
- 8 Save the floor plan using your initials and **SalonXX** (where XX are your initials).

Task C – Modify floor plans

- 1 On your plan clearly label the following areas:
- styling
 - drying
 - shampoo
 - colour
 - facial
 - reception
- 2 In **both** of the w/cs insert a toilet and sink.
- 3 In **both** of the kitchens insert a worktop, sink and fridge on **one** wall.
- 4 Save the completed plan as **Salon2XX** (where XX are your initials).
- 5 For presentation purposes export your completed work as a PDF Document and name it **Finished SalonXX** (where XX area your initials).

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