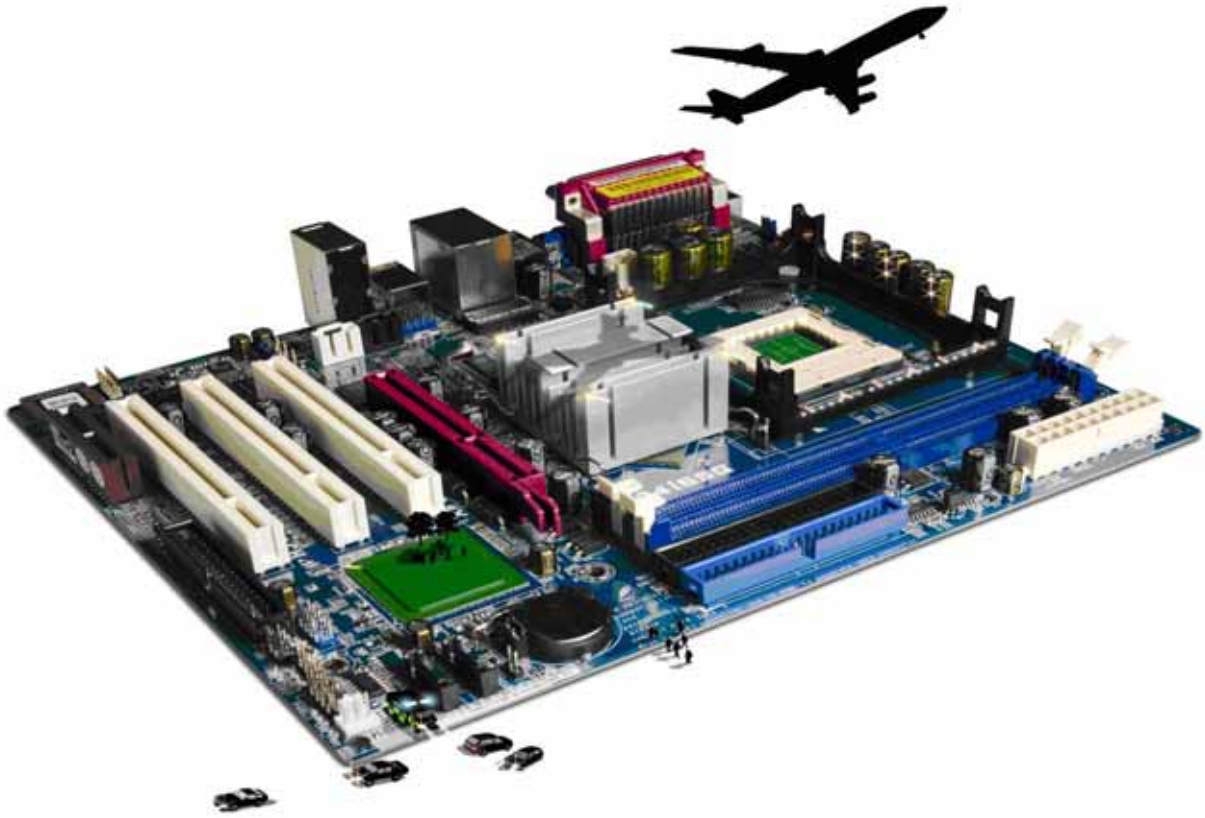
Level 2 Multimedia Software (7574-224)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

www.cityandguilds.com
February 2011
Version 1.0



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, © City & Guilds Limited 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 © City & Guilds Limited. 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) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 224 – Multimedia software Level 2

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Multimedia software (7574-224) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Multimedia software (7574-224).

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 Multimedia software (7574-224)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Plan the content and organisation of multimedia products to meet needs.
- Task B - Obtain, input and combine content to build multimedia outcomes.
- Task C - Use multimedia software tools to edit and format multimedia content to meet requirements.
- Task D - Play and present multimedia outcomes.
- Task E - Demonstrate final product.

Scenario

You work as a design consultant for a media production company.

You have been asked to produce a multimedia product for a business centre that houses various web based companies. The requirement is to produce an interactive media product for an information point within the ground floor reception area of the building that will allow visitors to search for information about each company and as to which floor they are based.

You will need to plan and create a **five**-screen/page product that will allow the user to navigate freely between the screens and to also return to the main menu at any point. You should plan the presentation to include:

- An introductory page with menu choices to the various companies that occupy the building.
- Details of the companies including which floor they occupy.
- User interaction and transitions.

The client has specified that company logos must be included and any other images could be part of a video sequence. However, the user must be able to control the video/sound files by use of playback controls.

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

Task A – Plan the content and organisation of multimedia products to meet needs

1 To assist in planning your product, read the scenario and view the files provided by your assessor.

Multimedia files are provided for this assignment for your use, alternatively you may source your own files outside the recommended time allowance.

Task B – Obtain, input and combine content to build multimedia outcomes

1 Based upon the scenario create a plan identifying the client's main requirements. You must include the content, design and layout of each of the pages/slides and the interactive features and transitions that will be used.

You should include the type of media output and the intended audience.

You should also describe the display device and the software that will be used to present the finished product.

Save your planning document as **Plan**.

2 Using your plan, for each multimedia element you intend to include in your final product identify and acknowledge:

- any sources you plan to use
- any copyright issues that may apply.

3 On your Product Plan, define **two** file formats that you intend to use and the storage media to be used to save the final product.

Task C – Use multimedia software tools to edit and format multimedia content to meet requirements

1 In your work area create a folder, using the file name **MM2**.

Copy the files provided by your assessor and any files you have sourced yourself into the folder **MM2**.

2 Using your chosen software, combine the multimedia content to produce the **five** pages/slides identified in your plan.

3 Save your product with the name **Melsgate Business CentreV1** in a format suitable for your playback device.

4 Check your finished product, making any amendments as necessary:

- proofread and check all text for spelling errors
- check that all images/videos are fully displayed
- check that any timings are suitable (i.e. sound, video etc.)
- ensure that all text is readable (i.e. font, size, colour)
- check that all transitions work as intended.

Resave your product as **Melsgate Business CentreV2**.

Task D – Play and present multimedia outcomes

1 You need to check your multimedia product to make sure it has met the client's requirements.

2 Update your presentation to reflect any corrections that you need to make, save the modified presentation as **Melsgate Business CentreV3**.

Task E – Demonstrate final product

1 Demonstrate to your assessor your final product including:

- playback of the product
- adjusting the display settings of the software and hardware to meet needs.

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 company registered in England and Wales (company number 16513878)