City & Guilds Level 3 Improving productivity using IT (7574-301)

ITQ
Assignment guide for Assessors

Assignment A & B

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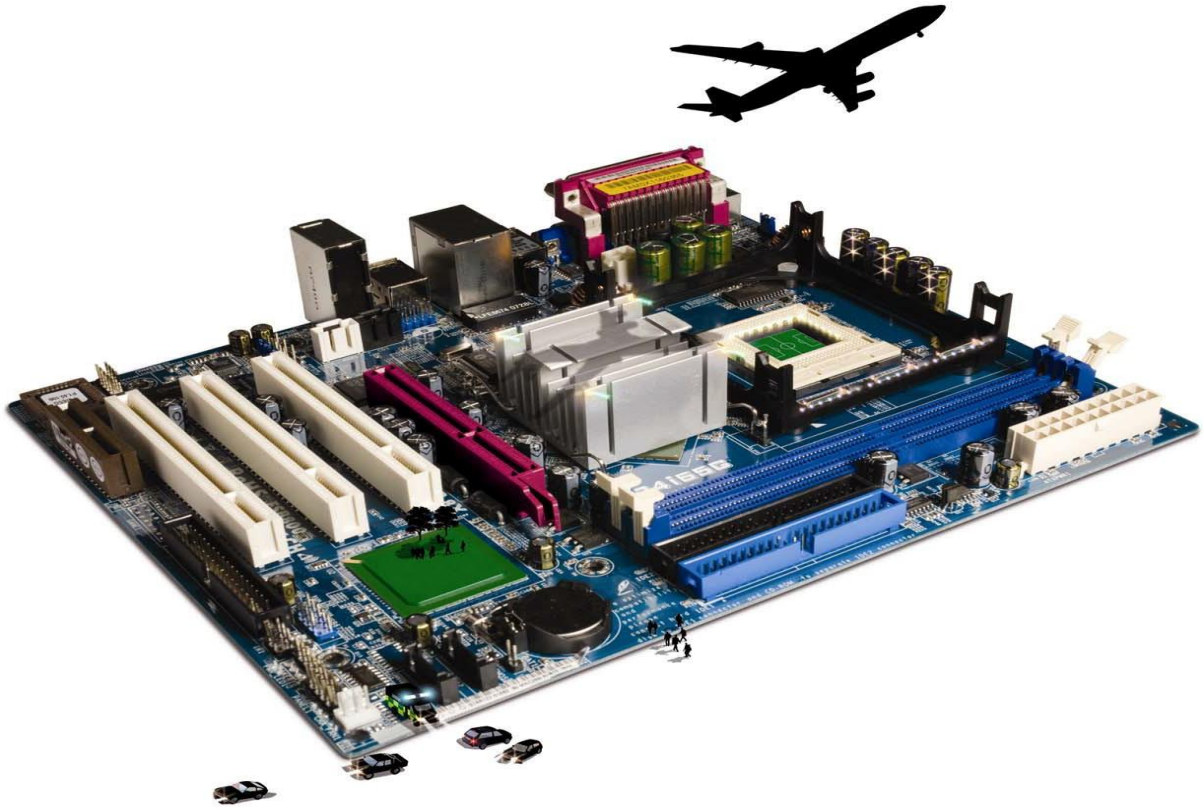

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Level 3 Improving productivity using IT (7574-301) Assignment A & B

Introduction – Information for Marking Assessors

About this document

This assignment comprises all of the assessment for Level 3 Improving productivity using IT (7574-301).

The task information for this assignment is contained in the *Candidate Instructions* document. The following notes for guidance are provided to assist assessors in planning the delivery of the assignment to candidates.

Important information

This document must **not** be shown to candidates prior to assessment.

Feedback **may** be given to candidates after the assessment using this document, but they must not be allowed to keep a copy.

Health and safety

The importance of safe working practices, the demands of the Health and Safety at Work Act 1974 (HASWA) or national and / or local health and safety regulations, associated regulations and Codes of Practice associated with the particular industry, must always be stressed. This will include directives from the European Union (EU) where appropriate. Candidates have responsibilities for maintaining the safety of others as well as their own. Anyone behaving in an unsafe fashion must be stopped and a suitable warning given. A candidate should never be allowed to continue on an assignment if they have contravened these requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, each candidate must acquire the habits required for the workplace.

Location of assignment

Any suitable environment.

Equipment required for this assignment

It is assumed that candidates will be working on a Network system in which case they will have a Home directory and read access to an area from which assignment information (files and directories) can be read. If stand-alone computers are used, the assignment details can be placed on the fixed disk, and the candidate files stored on removable storage media.

Evidence and recording

Centres should ensure that all data produced by candidates is kept secure and that assignments are, once downloaded, kept locked safely away until their use. It is the responsibility of the centre/assessor to ensure that the candidate taking an assignment /test is the correct person. Ideally, centres should produce a written strategy outlining their procedures for ensuring the above takes place.

Security

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Time considerations

Recommended time allowances have been allocated for each assignment; however they do not form part of the marking criteria, and are for guidance purposes only. However, if you feel that a candidate requires extra time to complete the assignment this is at the discretion of the Assessor.

It is recommended that the candidates should complete this assignment within **two and a half hours**.

If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

A period of seven days must have elapsed before an unsuccessful candidate can retake this assignment.

Files to be provided by the centre

This unit has been designed to be used in conjunction with any other unit which is being assessed using 7266/7574 assignments. This will enable the candidate to achieve two units. For example; a candidate completes the assignment for 7266-042 Designing and producing documents and templates and completes this assignment alongside it. The candidate is then awarded **both** 7574-301 and 7574-329.

Prior to the start of this unit the candidate will need to be given the scenario from the linked unit to enable the planning stage to be carried out.

	For Task	File specification	Type	File name
1	A	Scenario from an assessment to be completed by the candidate eg Designing and producing documents and templates assignment A		
2	B	A completed assessment using the same assignment as selected for Task A (a suggestion is that centres use the worked copy provided)		
3	A, B, C	Answer Sheet	.rtf	Answer Sheet.rtf

A selection of worked examples are available from our website.

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Marking and grading criteria

How to mark this assignment

All candidate instructions are shown for ease of marking. A mark should be given for each task specified in the marking, if the candidate achieves it. At the end of the marking criteria candidates' marks should be totalled and an overall grade should be given according to the prescribed number of criteria shown. Use all available evidence to support the awarding of marks including electronic files, printouts etc. The Evidence and Recording column is shown as a suggestion.

Grading criteria

Pass – **14** criteria shown as **( )**.

Please note: DO NOT MARK PRINTOUTS WITHOUT A NAME pages which contain handwritten footers may be marked but the marks specified for the footer may not be awarded.

Task A	Outcome Reference	Evidence and recording	Candidate instructions	Marking criteria	Marking
1	N/A	**Answer Sheet**	**To be completed prior to the completion of your chosen assignment eg Designing and producing documents and templates 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.	N/A	**N/A**
2	C1.1	**Answer Sheet**	Having read the scenario, give a brief description of why you are using IT to complete the task.	Accept any reasonable answer that demonstrates understanding	**( )**

3	C1.2, C1.5	**Answer Sheet**	Analyse what skills and resources will be required to complete the task successfully and give a brief description of your reasons. Include contingencies within your plan for alternative approaches.	Accept any reasonable answer that demonstrates understanding	**N/A**
				Skills and resources analysed	**( )**
				Contingencies addressed	**( )**
4	C1.3	**Answer Sheet**	Analyse any factors that you would take into account that may affect the task.	Accept any reasonable answer that demonstrates understanding	**( )**
5	C1.4	**Answer Sheet**	Evaluate and critically compare alternative methods to produce the intended outcome.	Accept any reasonable answer that demonstrates understanding	**( )**
6	C1.8	**Answer Sheet**	What legal or local guidelines would you need to think about before completing the task?	Accept any reasonable answer that demonstrates understanding	**( )**
7	C1.7, C3.6	**Answer Sheet**	Recommend a different software application that could be used **and** explain how it would improve productivity.	Accept any reasonable answer that demonstrates understanding	**N/A**
				Different software application recommended	**( )**
				Improved productivity explained	**( )**
Task B	**Outcome Reference**	**Evidence and recording**	**Candidate instructions**	**Marking criteria**	**Marking**
1	N/A	**Answer Sheet**	**To be completed after your chosen assignment.** Using your **Answer Sheet** answer the following questions.	N/A	**N/A**
2	C2.1	**Answer Sheet**	Give a critical evaluation of the complete tasks identifying **two** strengths and **two** weaknesses that you find.	Accept any reasonable answer that demonstrates critical evaluation and understanding	**N/A**
				Two strengths identified	**( )**
				Two weaknesses identified	**( )**

3	C2.2, C2.3	**Answer Sheet**	Evaluate the completed task. Give an example of how you would change the method used to improve productivity in the future.	Accept any reasonable answer that demonstrates understanding	**( )**
4	C2.4, C3.1	**Answer Sheet**	Give feedback on the use of IT tools and instructions given for the linked assignment. Include at least one example of each of the following: • strength • area of improvement • potential productivity improvement.	Accept any reasonable answer that demonstrates understanding	**N/A**
				One strength	**( )**
				One area of improvement	**( )**
				One potential productivity improvement	**( )**
	C1.6	**Linked assignment**		Linked assignment correctly completed	**( )**
Task C	**Outcome Reference**	**Evidence and recording**	**Candidate instructions**	**Marking criteria**	**Marking**
1	N/A	**Answer Sheet**	**To be completed after your chosen assignment. (Task C2 may be undertaken outside of the recommended assignment time).** Using your **Answer Sheet** answer the following questions.	N/A	**N/A**
2	C3.2, C3.3	**Answer Sheet**	Research the potential productivity improvement you have identified and devise ways to improve the use of IT tools and systems. State what your intended improvement will be.	Accept any reasonable answer that demonstrates understanding	**N/A**
				Improvement stated	**( )**
3	C3.4, C3.5	**Revised completed task**	Using the completed task, add the improvement you have identified that would improve the productivity when the task is repeated.	Accept any reasonable answer that demonstrates understanding	**N/A**
				Improvement implemented	**( )**

4	C3.5	**Revised completed task**	Test your improvement to ensure that it works as you intended it to. Make any changes as necessary. Save your revised task and write the location and name of the file on your **Answer Sheet**.	Improvement tested and works as intended	**( )**
				Demonstrates increased productivity and/or efficiency	**( )**

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Marking summary

Assignment A & B

About the Candidate

Candidate name		**City & Guilds registration number**	
Centre name		**Centre number**	

About the assessment

Date of assessment		**Time started**	
		Time completed	

Number of ( ) achieved	

Pass – **14** criteria shown as ( ).

Overall grade achieved	

Signatures

Candidate Signature		**Date**	
Quality nominee (if sampled)		**Date**	
Assessor Signature		**Date**	
External Verifier Signature (if sampled)		**Date**	

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