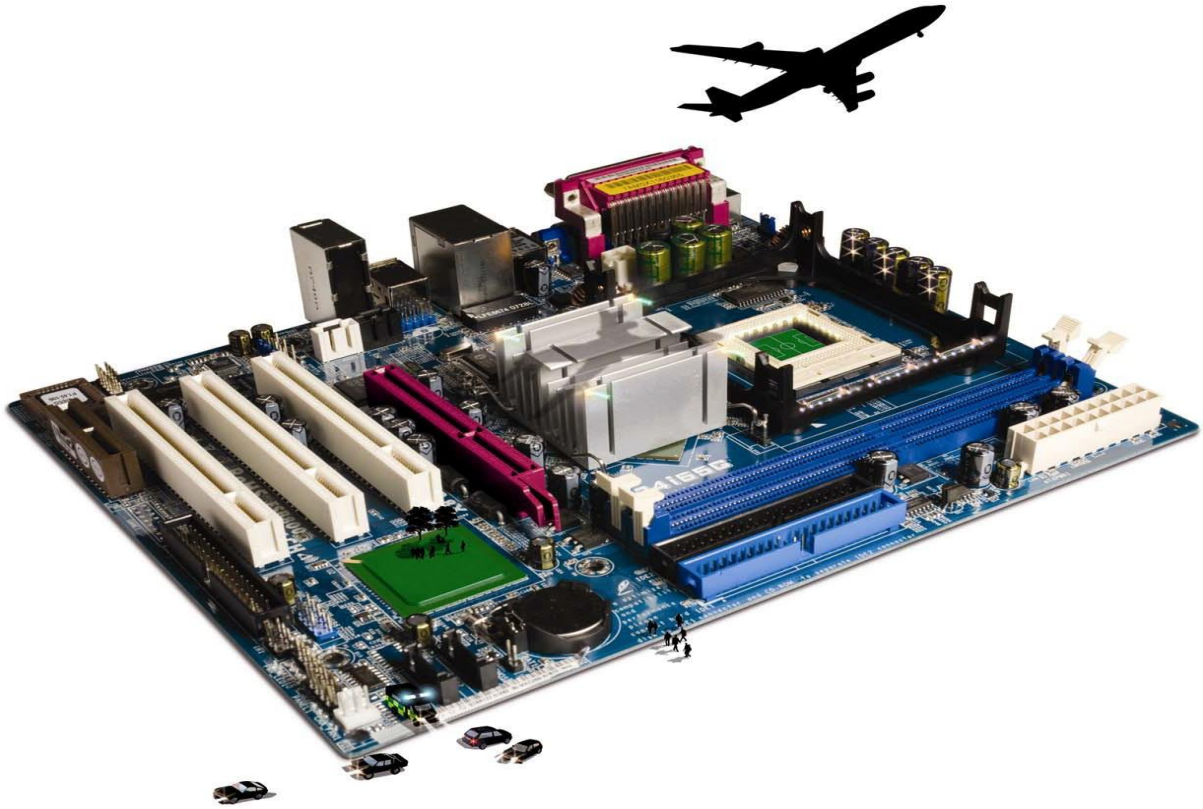
City & Guilds Level 3 Improving productivity using IT (7574-301)

ITQ
Assignment guide for Candidates

Assignment A & B

www.cityandguilds.com
January 2024
Version 2.1



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

Introduction – Information for Candidates

About this document

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

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 and a half hours**.

Level 3 Improving productivity using IT (7574-301)
Candidate instructions

Time allowance: Two and half hours

The assignment:

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

- Task A - Planning an IT task
- Task B - Reviewing techniques and evaluating
- 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 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.

2 Having read the scenario, give a brief description of why you are using IT to complete the task.

3 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.

4 Analyse any factors that you would take into account that may affect the task.

5 Evaluate and critically compare alternative methods to produce the intended outcome.

6 What legal or local guidelines would you need to think about before completing the task?

7 Recommend a different software application that could be used **and** explain how it would improve productivity.

Task B – Reviewing techniques and evaluating

1 **To be completed after your chosen assignment.**

Using your **Answer Sheet** answer the following questions.

2 Give a critical evaluation of the complete tasks identifying **two** strengths and **two** weaknesses that you find.

3 Evaluate the completed task. Give an example of how you would change the method used to improve productivity in the future.

4 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.

Task C – Implementing changes and testing

1 **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.

2 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.

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. Make any changes as necessary.

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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