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

ITQ
Assignment guide for Candidates
Assignment C

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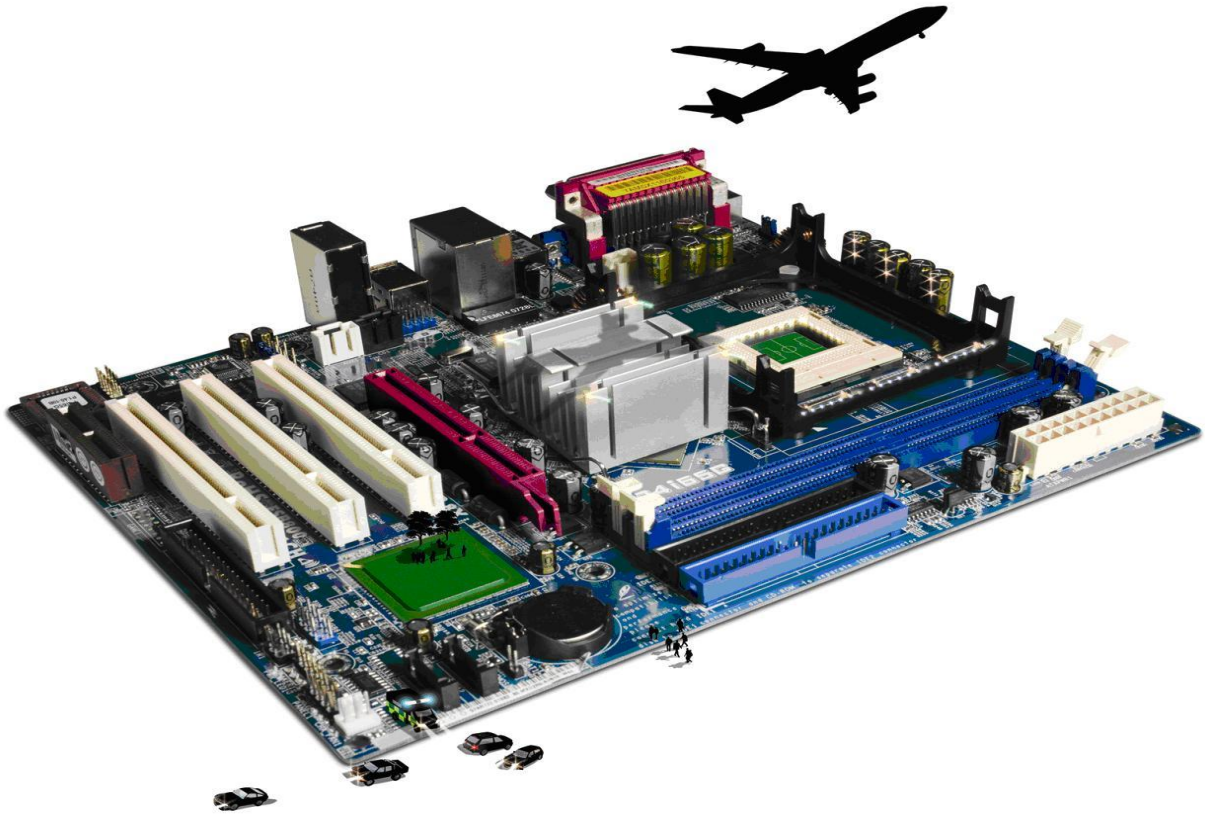

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Assignment C
Introduction – Information for Candidates

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 a half hours

The assignment:

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

- Task A - Planning an IT task
- Task B - Evaluate and review techniques/tools
- Task C - Implement changes and testing

Scenario

You have been asked to complete and IT task and as part of that you need to demonstrate planning, completing testing 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 before the completion of your chosen assignment (example: Designing an accounts spreadsheet, invoice template and migrating from a pen and paper system)**

Open the file **Answer sheet 301 X**, 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 Understand the given scenario and analyse what skills and resources will be required to successfully complete the given task

Also provide a brief description of your reasons.

Include any alternate approach/es for the given task.

4 Identify factors that might arise when you're completing the task.

5 Evaluate and compare alternative methods to produce the intended outcome

6 State any legal or local guidelines that would need to be considered for executing the task

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

Task B – Evaluate and review tools/techniques

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

Using your **Answer sheet 301 X** document answer the following questions.

2 Evaluate the completed task and identify **two** strengths and **two** weaknesses.

3 Using the completed assignment as your example, describe how you would modify 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 – Implement changes and test

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

Using your **Answer sheet 301 X** document**,** answer the following questions.

2 Research the potential productivity improvement you have identified and suggest ways to improve the use of IT tools and systems.

State what the 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.

Implement the improvement you have identified which would improve the productivity when the task is repeated, on the completed task.

4 Test the improvement you have incorporated, 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 301 X**.

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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