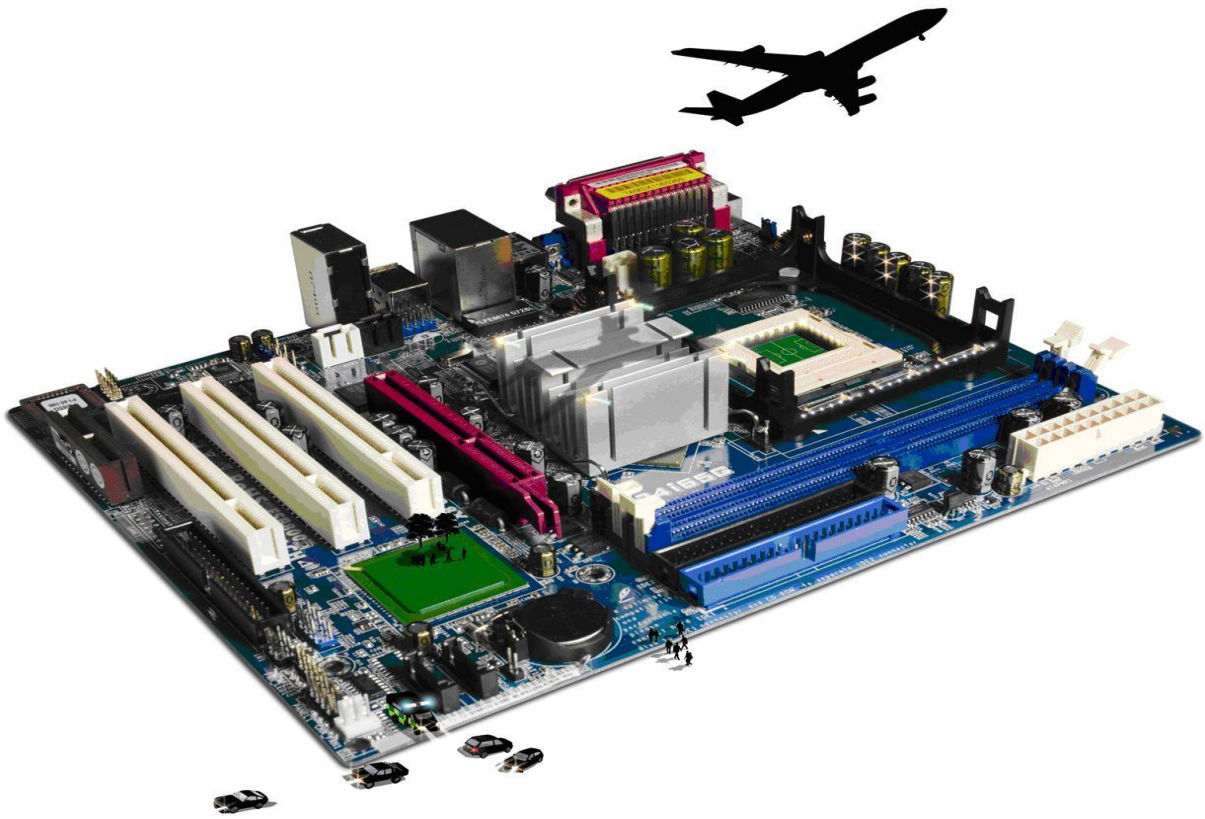
City & Guilds Level 3 Using the Internet (INT 7574-307)

www.cityandguilds.com
January 2024
Version 1.1

ITQ
Assignment guide for Candidates
Assignment A



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 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 (see the City & Guilds website) also apply.

Contains public sector information licensed under the Open Government Licence v3.0.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below.

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
5-6 Giltspur Street
London EC1A 9DD
www.cityandguilds.com

Contents

Unit 307 – Using the Internet Level 3

Assignment B

Introduction – Information for Candidates	3
Candidate instructions	4

Level 3 Using the Internet (INT 7574-307)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Using the Internet (INT 7574-307).

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 Using the Internet (INT 7574-307)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

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

- Task A - Select and set up an appropriate connection to the Internet
- Task B - Identify methods of connection and make recommendations
- Task C - Set up and use browser software to navigate the web pages
- Task D - Use browser tools to search affectively and efficiently for information on the Internet
- Task E - Use browser software to communicate information online
- Task F - Develop and apply appropriate safety and security practices and procedures when working online

Scenario

You work as a contracted ICT technician; one of your regular clients is a worldwide hotel chain. The manager of a particular hotel in a near-by city has been given the go-ahead to build a dedicated IT suite within the hotel for use by guests and staff.

As a part of this project your client has asked you to investigate different types of connection methods, advising on the most appropriate method(s) to suit their needs.

A member of staff within the hotel shall be appointed to look after the dedicated IT suite. Your client would like for you to provide training for this staff member including the development of an Internet User Policy.

Your client would like to restrict access to the following sites: http://www.noughties.coz and http://www.partygames.coz.

Your client would also like a customised home page to include news and local weather reports, local map and local movies. You also need to add a guest book to your customised page for people to give feedback about the hotel.

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

Task A – Select and set up an appropriate connection to the Internet

1 Set up an Internet connection using an appropriate selection of hardware and software from those provided by your assessor.

Provide a screen print and an explanation of how you set up your Internet connection.

2 During the setup process, diagnose and solve issues that may occur. Make a note on the **Answers** document provided by your assessor, of any issues that occurred during the setup stage and how you resolved it.

Note: If no issues arose during the setup process, give an example of an issue that could arise and how you would solve it).

Task B – Identify methods of connection and make recommendations

1 Using an Internet search tool, research the following types of connection methods. On the **Answers** document, provided by your assessor, explain the type of connection and identify any hardware and/or software that would be required:

- LAN
- Cable Internet
- ADSL
- Wireless.

2 On your **Answers** document identify **one** benefit and **one** drawback to each of the connection methods you have researched.

3 On your **Answers** document, and based on the scenario, recommend what you consider to be the **most** appropriate connection method(s). Explain your recommendation and why that method best meets the identified need. Analyse any issues that may affect the users.

4 Based upon your recommendation analyse the issues that could affect different groups of users being able to access the Internet and give **two** examples of these on your **Answers** document.

Task C – Set up and use browser software to navigate the web pages

Your machine is now connected to the Internet and is ready for a user to browse web pages.

1 Your client would like the browser to be as user friendly as possible. Take a screen print of your existing browser interface and paste it into your **Answers** document. Add a button to the browser interface to aid navigation.

2 Take a screen print of your new browser interface and paste it into your **Answers** document.

On your **Answers** document add an explanation of what has been modified and how this aids navigation.

Continued over…

3 On your **Answers** document give **two** examples of when and how the browser performance can be improved.

4 Refer to the scenario and check your browser security/content settings to make sure that the sites your client has indicated are restricted. If they are not add them to the list.

Take a screen print to show this and add it to your **Answers** document.

Task D - Use browser tools to search affectively and efficiently for information on the Internet

Your client would like you to create a customisable homepage for the machines within the IT suite. The home page must include a variety of features.

1 Refer to the scenario and search for and select a site that best meets the client's needs in terms of a customisable home page. Take a screen print of the customised page and add it to your **Answers** document.

2 Set this as the homepage. Take a screen print to show this and paste it into your **Answers** document.

3 On your **Answers** document explain how you would evaluate the chosen customised homepage to ensure that it meets the requirements (one explanation for each gadget).

Task E - Use browser software to communicate information online

1 What tools could be used to share and submit information to others online? Provide an analysis of their main features and add your answers to your **Answers** document.

2 Access the hotel's social networking/website site (details to be given to you by your assessor) and take a screen print that demonstrates you have moderated the site eg removing any inappropriate comments. Paste this into your **Answers** document.

Note: delete only one inappropriate comment.

3 Use the hotel social networking site/website to create an event one week from today (any appropriate event you choose).

Take a screen print of your event and paste it into your **Answers** document.

Task F - Develop and apply appropriate safety and security practices and procedures when working online

Your client would like you to help in the creation of an Internet use policy for **all** users of the IT suite.

1 On your Answers document explain **two** threats to system performance when working online.

2 On your **Answers** document explain **two** threats to information security when working online.

3 On your **Answers** document explain **two** threats to user safety when working online.

4 Based upon your recommendations and research develop the Internet Use Policy (provided by your assessor) by adding **four** additional points, to cover the safe and secure use of the Internet taking into account any relevant laws, guidelines and procedures.

Include at least one example of how you will manage access to the hotel's social networking site/website and at least one example of legislation.

Add your answers to your **Answers** document.

5 On your **Answers** document explain how to **minimise** internet security risks when working online.

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. City & Guilds is a trademark of City & Guilds Limited.

City & Guilds
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

cityandguilds.com/about-us