City & Guilds Level 3 2D Drawing and planning software (7574-323)

ITQ
Assignment guide for Candidates
Assignment A

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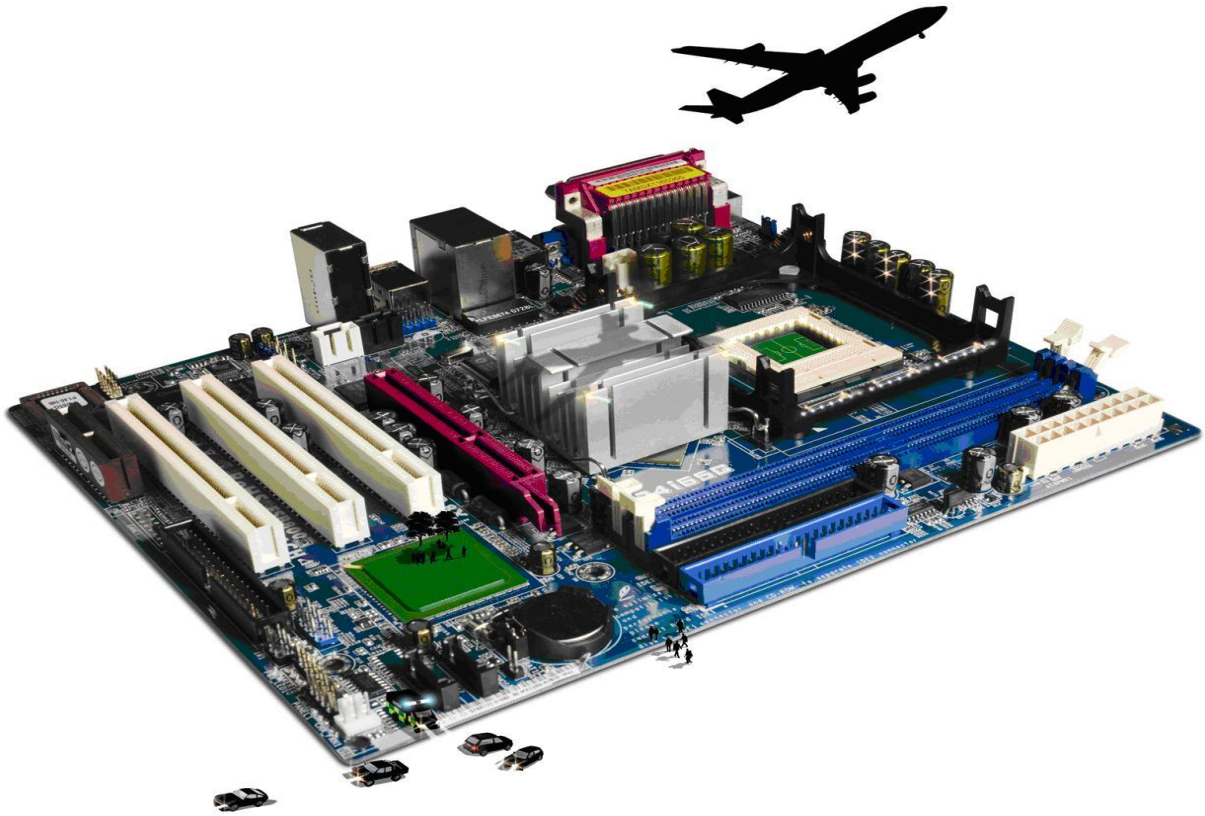

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City & Guilds
5-6 Giltspur Street
London EC1A 9DE
www.cityandguilds.com

Contents

Unit 323 – 2D Drawing and planning software Level 3

Assignment A

Introduction – Information for Candidates	3
Candidate instructions	4

Level 3 2D Drawing and planning software (7574-323) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 2D Drawing and planning software (7574-323).

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 2D Drawing and planning software (7574-323)
Candidate instructions

Time allowance: two and a half hour

The assignment:

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

- Task A - Identify requirements
- Task B - Create floor plan
- Task C - Review

Scenario

You are working for a design company (Consugnia) that are currently based in the West Country. Due to the demands of the business they have decided to open a branch office in Reading that will make it easier to service customers in that area.

The premises are two levels with four walls each 14 metres in length with a spiral staircase connecting both levels, the stair case is 1.5 metres square, the main entrance to the building is in the bottom right of the building and is 1.5 metres wide. There is an external fire escape from the upper floor diagonally opposite the spiral staircase.

Consugnia would like to base a team of five designers, plus a branch manager, accounts manager, a sales team of two and a receptionist in the premises. The designers require both a computer and drawing board for their work. All accounts are electronic and the branch manager uses email daily.

The plans that are created need to allow space for a meeting facility for customers and reflect a pleasant working environment for everyone working there.

Note: For the purposes of this assignment there is no requirement to identify any other facilities eg toilets or access requirements.

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

Task A – Identify requirements

1 You have been asked to create a floor plan for Consugnia's new offices.

Before you start to draw your floor plan and referring to the scenario, briefly identify the factors that should be taken into consideration. Using your **Answers 323 A** document provided by your assessor, explain the following:

- How your plan will meet the needs of the users

- Any quality issues that you should consider including
- Scale to be used
- Line thickness
- Proportions
- Balance and consistency

Save your written work with your initials and **Answers 323 A XX** (where XX are your initials).

Task B – Create floor plan

1 Create the floor plan for Consugnia's new offices including allocation of space only for the meeting facility.

Your first task is to lay out the walls of the new office to the given specification, ensure you have drawn your office to scale.

Note: Ensure that your layout identifies the scale used or shows dimensions. There is no requirement to design the computer network.

Select and insert the shapes in your design package that meets the individual requirements for the **ten** office personnel including:

- Desks
- Computers
- Drawing boards
- Specialist lighting
- Printing and plotting facilities
- Chairs
- Any other required office furniture eg screens/partitions.

Note: You may need to change and or manipulate any items to suit your scale.

Save this first plan using your initials and **verA**.

2 Plan the layout and content of your identified meeting facility which should be professional but relaxed environment. It should contain the following:

- work station
- comfortable seating
- drink machine
- partitioning from other areas
- surface large enough to view A0 size plans

Task C – Review

1 Using your Answers 323 A document provided by your assessor:

- Evaluate the usefulness of the templates that you used in your floor plans.
- Provide guidance on the copyright issues that you may have come across in using templates and or images from external source.
- Explain what drafting guides to use so that shapes and other elements are appropriately prepared, give three examples.
- Explain in what context the drawing plans will be used and how this will effect how they are presented.

Save your answers in your Answers 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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City & Guilds
Giltspur House
5–6 Giltspur Street
London
EC1A 9DE

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