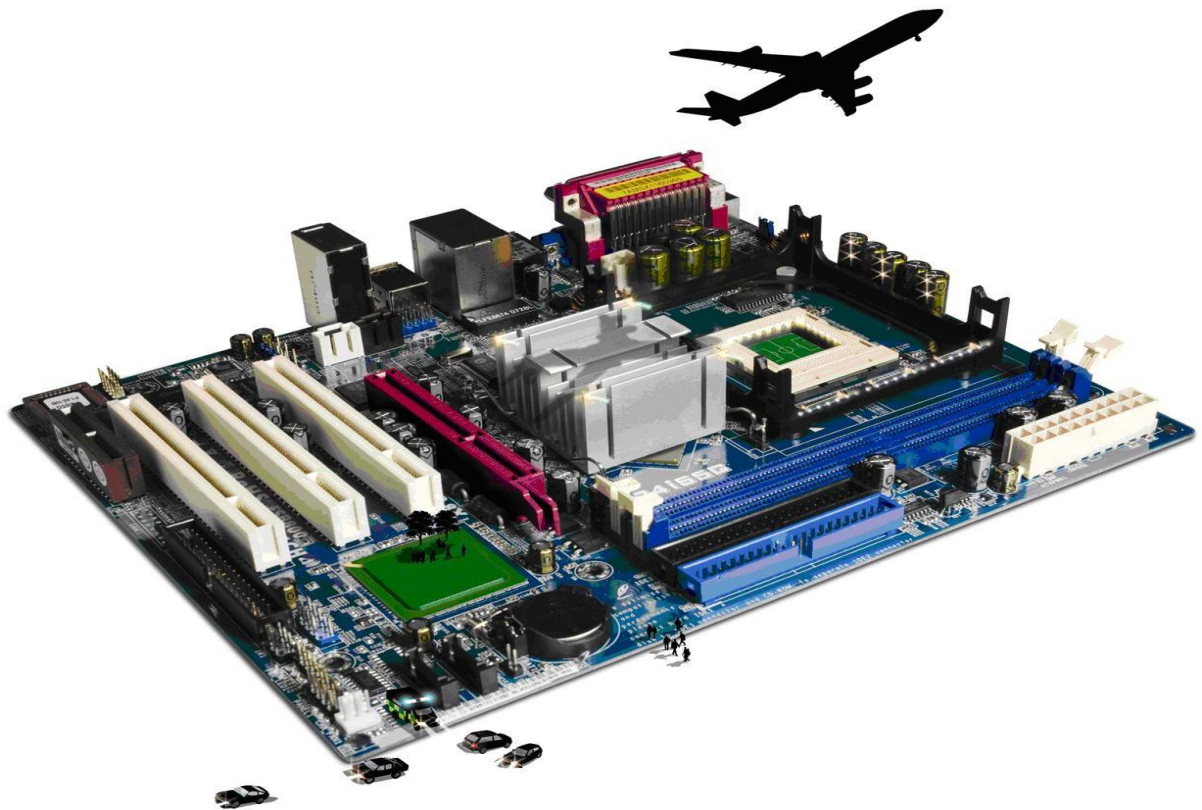# City & Guilds Level 3 Setting Up an IT System (7574-303)

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.

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 303 – Setting up an IT System Level 3

Assignment A

Unit 303 – Setting up an IT System Level 3

Level 3 Setting up an IT System (7574-303) Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Setting up an IT System (7574-303).

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 Setting up an IT System (7574-303)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Select and build an IT system
- Task B   - Configure system
- Task C - Test system
- Task D - IT issues and risks

Scenario

You have been recruited by Global Sales Ltd to work in their ICT services department; you have recently been promoted from a junior IT role to one that has more responsibility. In this role you will undertake more complex tasks independently.

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

Task A – Select and build an IT system

1   Your **first** task is to select and build a computer system from the components given to you by your assessor, the computer systems needs to be capable of printing documents, storing large files to external media and connecting to the Internet.

     Once configured test your system by connecting it to the Internet and printing a test page from a chosen website, label your printout as **Printout 1**.

2   On your **Answers 303 A** document, provided by your assessor explain the reasons for choosing your communication device.

3   On your **Answers 303 A** document, provided by your assessor explain the effects of data transmission speeds.

4   On your **Answers 303 A** document, provided by your assessor explain the factors that influence choice of ISP.

Task B – Configure system

1   Using the computer you have built in task A, create **one** administrator account and at least **one** basic user account.

Install and configure the Antivirus, Firewall and spyware given to you by your assessor, ensure that all of the updates for each piece of software is installed.

2   Create a backup routine for both system and data files and explain why disk partitions should not be used and where backups should be stored, and how backups should be used in the event of file loss.

Task C – Test system

1   Create a test plan that will test the hardware and software of your computer system.

   On your test plan devise tests that will test each of the peripherals that you installed in task A and also test each piece of software that you installed in task B.

   On your test plan add an explanation of **two** communication tests which are needed on your system and why.

Task D – IT issues and risks

1   On your **Answers 303 A** document, provided by your assessor explain how you would choose hardware components that avoid compatibility issues.

2   On your **Answers 303 A** document, provided by your assessor explain **four** Health and Safety issues associated with setting up an IT system.

3   On your **Answers 303 A** document, provided by your assessor explain the characteristics of IT systems that affect performance.

4   Explain what security precautions need to be addressed for the system to be used securely online by several users.

5   Explain **three** different ways of finding help and support with troubleshooting IT problems.

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