

City & Guilds Level 3 Multimedia software (MM 7574-324)

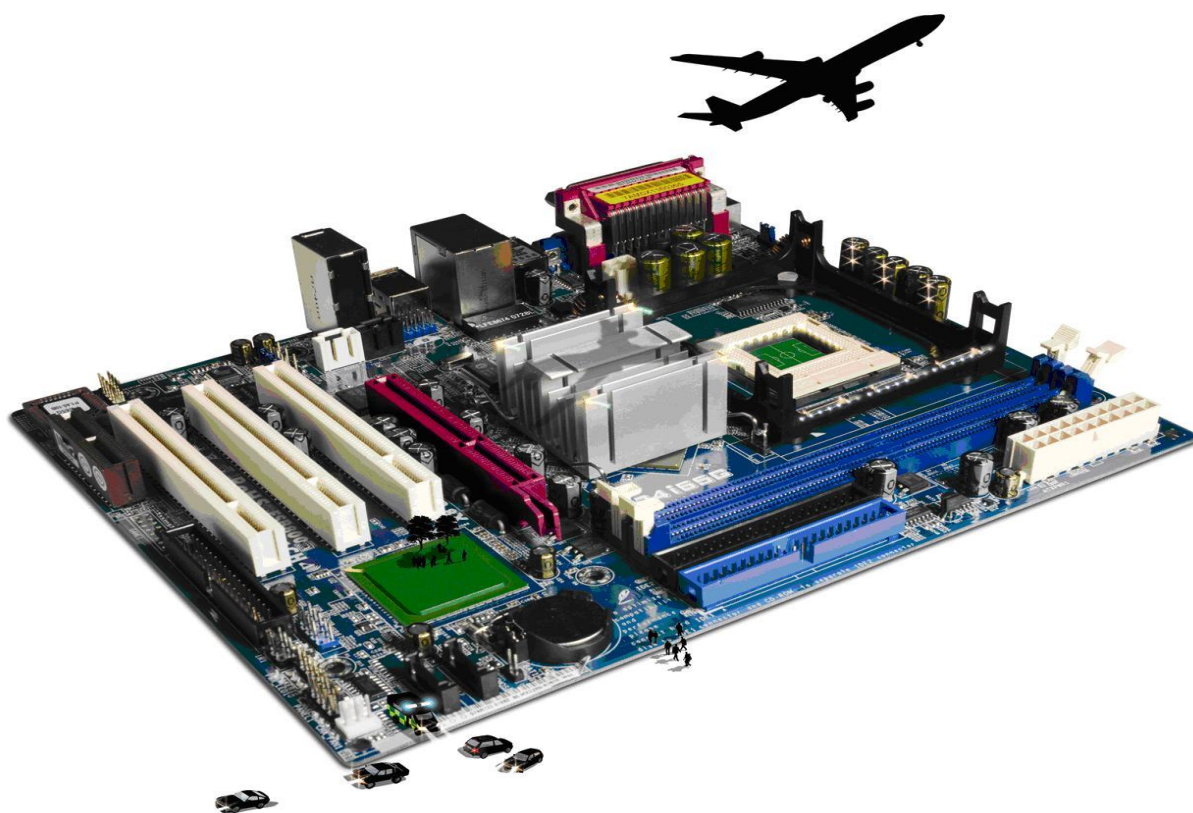


ITQ

Assignment guide for Candidates

Assignment A

www.cityandguilds.com
January 2024
Version 1.1



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, © The City & Guilds of London Institute 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 using the contact details 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 9DE

www.cityandguilds.com

centresupport@cityandguilds.com

Contents

Unit 324 – Multimedia software Level 3

Assignment A

Introduction – Information for Candidates	3
Candidate instructions	4

Level 3 Multimedia software (MM-7574-324)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Multimedia software (MM-7574-324).

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 Multimedia software (MM 7574-324)

Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - File set up and design documentation
- Task B - Creating a multimedia presentation
- Task C - Testing and enhancing a multimedia presentation

Scenario

You work in the IT Department of your local college. Your college is looking at different ways of attracting business. In order to advertise available courses to students looking for placements at the start of the next academic year they have decided to use a website.

You have been tasked with designing and creating a multimedia publication which will be used to advertise the City & Guilds courses that the college will be offering. Your multimedia presentation must have links within it for viewers to navigate throughout the available pages/screens and also external links to other sources of information.

At your college, City & Guilds is the awarding body for the following subject areas: -

<ul style="list-style-type: none">• Apprenticeships• ITQ• Hospitality & Catering• Farming• Care• Motor mechanics	<ul style="list-style-type: none">• Electronics• Engineering• CAD• Teaching• Hairdressing• Telecommunications
---	--

Initially, you have been asked to research for some suitable information about **four** of these subject areas **only**. Details of each subject area must include a brief introduction to the type of awards offered or the facilities available at your college to deliver those awards and more detailed information about those awards being offered for each subject area.

In addition the information must include details of who the award is suitable for and include details of at least **three** courses within each of the subjects. The main City & Guilds website can be used for this purpose.

Your line manager has stated that the final Multimedia presentation must contain at least **two** video clips, a sound file and some photographs. Any photographs, sound files or videos used must be royalty free, support the subject matter, the facilities available at your college, or college life.

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

Task A - File set up and design documentation

- 1 Create a folder in your work area with the name **Southcombe**.

Create a sub-folder in your **Southcombe** folder with the name **Working**.

Copy all of your research/provided materials that will be used for the Multimedia presentation into your **Working** folder.

- 2 Based on the scenario, create a design document that covers the outline specification set out in the scenario and includes:

- brief details of the intended multimedia presentation outcome based on the specification given
- briefly explain how the different elements of the presentation will relate to each other and which elements will be interactive
- explain how copyright and other constraints affect the use of information to be included in any presentation
- explain why different file formats are used and why it is advisable to compress files used in multimedia presentations
- identify and explain what combination of display devices and software to use that will overcome any constraints in displaying multimedia file formats.

- 3 Your design document must for **each** page/screen/slide include:

- the purpose of the presentation and intended audience
- **one** common feature to be displayed on each page/slide/screen
- any page/slide/screen headings are shown
- include a suitable introduction to the content of the presentation
- brief details of any text to be used
- details of any audio files and how they will be used
- the names and file types of any graphics to be used (eg pictures/video/animation)
- details of hyperlinks and their purpose
- details of any interaction and the purpose
- the intended output device
- software to be used for output.

Save your design document with the name **DesignXX (where XX are your initials)** in your **Southcombe** folder.

Task B - Creating a multimedia presentation

- 1 Open your selected multimedia software application and implement your design in a draft format.

Check that your work is conforming to the original specification.

Continued over...

- 2 Review your draft design and make any corrections, enhancements or formatting changes as necessary.

Ensure that any images or videos inserted into your publication are appropriately positioned and sized.

- 3 Select and adjust any display settings in order to optimise the final presentation responding to any problems that may occur.
- 4 Optimise the display of any multimedia features in order to maximise their visual impact responding to any problems that may occur.
- 5 Add an external link to the main City & Guilds website.
- 6 Check that the intended layout and enhancements are suitable, making any amendments as necessary.

Save your work as **Southcombe_Draft** in your **Southcombe** folder.

Task C - Testing and enhancing a multimedia presentation

- 1 Using the identified output device and software test any links to outside sources.
- 2 Check that any internal links work (as intended in the design document).
- 3 Make any suitable enhancements to ensure that the final presentation conforms to the outline specification in the scenario and the design document.

Update your design document to reflect any final changes made to enhance your presentation.

- 4 Save your work as **SouthcombeXX (where XX are your initials)** in your **Southcombe** folder compressing any suitable multimedia files.
- 5 Close any open applications.

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 the City & Guilds of London Institute.

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

cityandguilds.com/about-us