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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 20** | **Unit Number: Y/502/4209** |
| **QCF Credit Value: 3** | **Learning Outcomes (Number): 4** |
| **Examples of Context:*** Following supplier instructions to assemble the component parts of a new computer;
* Add new peripheral or storage ‘plug and play’ devices; recycle used computer equipment.
 | **Learning Materials Available:**None for this unit  |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Connect up a personal computer, printer and peripheral devices safely** | 1.1 | Identify what IT system components, storage and peripheral devices are needed and how to connect them |  |  |
| 1.2 | Identify any health and safety issues associated with setting up an IT system | *Health and safety issues: Health and safety issues, risks from hardware, electrical connection risks and guidelines, use and disposal of cleaning materials, handling equipment. Risks to self and others from using hardware; health and safety point of contact* |  |
| 1.3 | Connect up the components of an IT system safely, including a printer and other peripheral devices | *IT system components: Will vary according to the set up, for example: Personal computer, monitor, keyboard, mouse (or other pointing device)**Peripheral devices: Speakers, scanner, games console, joystick; Plug and play devices; default setup routines, printer and other device drivers* |  |
| 1.4 | Connect removable storage media to a PC safely | *Removable storage media: Disk, CD/DVD, data/memory stick, media card, mobile device, removable hard drive; default setup routines* |  |
| **2 Connect to an IT communication service** | 2.1 | Connect communication hardware safely to a PC | *Communication hardware: Router, modem, mobile data device, wireless router* |  |
| 2.2 | Identify the details needed to connect to an Internet Service Provider (ISP) | *Communication service: Broadband, dial up, wireless, network connections, mobile device* |  |
| 2.3 | Connect to a communication service from a PC |  |  |
| **3 Set up software for use** | 3.1 | Configure the user interface to meet needs | *User interface: Operating system, date, time, language settings; Set up user account; desktop shortcuts* |  |
| 3.2 | Identify what security precautions need to be addressed when connecting to the internet |  |  |
| 3.3 | Set up and configure virus protection software |  |  |
| 3.4 | Set up files and software to meet needs | *Set up files and software applications: Software licence; installation disks; manuals; default settings; autosave settings; secure removal/transfer of data* |  |
| **4 Check that the IT system and communication service are working successfully** | 4.1 | Identify simple tests that can be used to check the system | *System tests: Hardware and software; Print test pages, check files are saved on storage media, open and close applications; open and close files; access network files and applications; certificates and labelling* |  |
| 4.2 | Identify simple communication tests that can be used to check the internet connection | *Communication tests: Send and receive test email, navigate to ISP website* |  |
| 4.3 | Run tests to check that the system and communication service are working successfully |  |  |
| 4.4 | Identify how to report faults and seek expert help |  |  |
| 4.5 | Respond to error messages and report faults as appropriate | *Report faults: Helpdesk; information needed by experts; manufacturer’s faults* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |