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|  | http://www.rbs.ac.mu/edexcel.jpg |

**Learner Assessment Booklet**

**Unit: Set Up an IT System**

**QCF Level: 2**

**Credit Value: 4**

**Unit Reference Number: L/502/4210**

**I certify that all the work in this booklet is my own.**

|  |  |
| --- | --- |
| **Learner Name:** |  |
| **Tutor Name:** | Gary McAreavey |
| **Assessor name:** | Gary McAreavey |
| **Internal Verifier name:** | Tracy Galvin |
| **Course:** | Edexcel BTEC Level 2 Certificate for IT Users (ITQ) (QCF) |
| **Course code:** | 500/7832/X |
| **Completion Date:** |  |

***This form is used to confirm that assessment has taken place and the learner has achieved the unit detailed on page 4***

|  |
| --- |
| **Achievement of unit is confirmed: Yes/No** **Signature of Assessor:****Date:** |

***Please provide additional evidence within the booklet to support the assessment criteria and evidence the development of the learner’s skills and knowledge throughout this unit – see Advice to Assessors. Tutors are recommended to contact their Internal Verifier for advice & guidance.***



**Assessment Grid: *Completed by Assessor***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Outcomes**  | **Achieved****(Delete)**  | **Portfolio****Page** | **Assessment Date** | **Date of verification** |
| **1** | **Yes/No** |  |  |  |
| **2** | **Yes/No** |  |  |  |
| **3** | **Yes/No** |  |  |  |
| **4** | **Yes/No** |  |  |  |

***Advice to Assessors:***

***This workbook provides guidance on evidence that may be collected from summative assessment activities. This should be augmented by evidence from formative assessment and learning activities to provide evidence of the development of the learner’s understanding of the unit’s subject matter. This could include, but not be limited to, the assessor providing information in the above table to show progressive assessment, inclusion of feedback to learner throughout the unit, inclusion of learner learning log, evidence from group activities such group discussion such as copies of flip charts (with assessor’s group work record). For further advice assessor should contact their internal verifier.***



# Assessment record: *Completed by Assessor*

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| **Assessor Assessment decisions:** |
|  |

**All the following Learning Outcomes and Assessment Criteria MUST be met:**

**This Unit has 4 Learning Outcomes**

|  |  |
| --- | --- |
| **Learning Outcomes** | **Assessment Criteria** |
| **1. Select and connect up a****personal computer safely****with associated hardware****and storage media to****meet needs** | **1.1 Describe what IT system components, storage and peripheral devices are needed.****1.2 Describe any health and safety issues associated with setting up an IT system.****1.3 Describe the characteristics of IT systems that affect performance.****1.4 Select and connect up the components of an IT system safely, including any peripheral devices and storage media.** |
| **2. Select and connect an IT system to a communication service to meet needs** | **2.1 Select and connect communication hardware safely to an IT system.****2.2 Describe the factors that affect data transfer.****2.3 Select and connect to a communication service from an IT system.****2.4 Identify the login and password details needed to connect to an Internet Service Provider (ISP).** |
| **3. Install and configure software for use** | **3.1 Configure the user interface to meet needs.****3.2 Describe what security precautions need to be addressed.****3.3 Set up and configure virus protection software.****3.4 Install and set up application software to meet needs.****3.5 Backup and restore system and data files.** |
| **4. Check that the IT system****and communication****service are working****successfully** | **4.1 Identify what tests can be used to check the IT system and communications.****4.2 Select and run suitable tests to make sure that the system and communication service are working successfully.****4.3 Identify the help and troubleshooting facilities available to solve problems.****4.4 Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action.** |

**Assessment Criteria**

|  |
| --- |
| ***Please outline the purpose of YOUR IT system for this assessment unit:*** |
| Background/set the scene/purpose etc.  |

**AC 1.1 Describe what IT system components, storage and peripheral devices are needed.**



|  |
| --- |
| **IT system components:** |
| **Description:** |
|  |

|  |
| --- |
| **IT system storage:** |
| **Description:** |
|  |

|  |
| --- |
| **IT system peripheral devices:** |
| **Description:** |
|  |

|  |  |
| --- | --- |
| **Assessor signature:**  | **Date:**  |

**AC 1.2 Describe any health and safety issues associated with setting up an IT system**

|  |
| --- |
| **Setting up an IT system:** |
| **Associated health and safety issues described:** |
| **Issue 1 description:** |
|  |
| **Issue 2 description:** |
|  |
| **Issue 3 description:** |
|  |

|  |  |
| --- | --- |
| **Assessor signature:**  | **Date:**  |

**AC 1.3 Describe the characteristics of IT systems that affect performance.**

|  |
| --- |
| **Characteristics of IT systems that affect performance:** |
| **Characteristic description 1:** |
|  |
| **Characteristic description 2:** |
|  |
| **Characteristic description 3:** |
|  |

***Your assessor will OBSERVE the following PRACTICAL activity:***



|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 1.4 Select and connect up the components of an IT system safely, including any peripheral devices and storage media.*** |  |

|  |
| --- |
| ***Outline the IT system YOU have selected and connected:*** |
|  |

***YOU may include photographic evidence/or annotated diagrams to support AC 1.4 (Referenced, signed and dated)***

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 2.1 Select and connect communication hardware safely to an IT system.*** |  |
| ***Please outline the communication hardware used and how this was connected:*** |
|  |

***YOU may include photographic evidence/or annotated diagrams to support AC 2.1 (Referenced, signed and dated)***



**AC** **2.2 Describe the factors that affect data transfer.**

|  |
| --- |
| **What is meant by data transfer?** |
|  |

|  |
| --- |
| **Factors affecting data transfer:** |
| **Factor 1 description:** |
|  |
| **Factor 2 description:** |
|  |
| **Factor 3 description:** |
|  |

|  |  |
| --- | --- |
| **Assessor signature:**  | **Date:**  |

***Your assessor will OBSERVE the following PRACTICAL activity:***



|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 2.3 Select and connect to a communication service from an IT system.*** |  |
| ***Communication service selected:*** |
|  |

**AC 2.4 Identify the login and password details needed to connect to an Internet Service Provider (ISP).**

|  |
| --- |
| **ISP details:** |
| **Login details:** | **Password:** |
|  |  |

***ACTIVITY: INSTALLING AND CONFIGURING SOFTWARE***

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| **AC 3.1 Configure the user interface to meet YOUR needs.** |  |

***YOU may include a screen shot to support YOUR configuration for AC 3.1***

***(Referenced, signed & dated)***

**AC 3.2 Describe what security precautions need to be addressed?**

|  |
| --- |
| **Addressing security precautions e.g. risk/precaution type/how to address issue** |
| **Precaution 1 described:** |
|  |
| **Precaution 2 described:** |
|  |
| **Precaution 3 described:** |
|  |

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| **AC 3.3 *Set* up and configure virus protection software.** |  |
| **Virus protection software details:** |
| ***Name & features etc.*** |

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 3.4 Install and set up different application software to meet needs.*** |  |
| **Example application software 1:** |
|  |
| **Example application software 2:** |
|  |

***Your assessor will OBSERVE the following PRACTICAL activity:***



|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 3.5 Backup and restore system and data files.*** |  |

**AC 4.1 Identify what tests can be used to CHECK the IT system and communications.**

|  |  |
| --- | --- |
| **Test description:** | **IT system/communication part checked:** |
| **1:** |
|  |  |
| **2:** |
|  |  |
| **3:** |
|  |  |

***Your assessor will OBSERVE the following PRACTICAL activity:***

|  |  |
| --- | --- |
| **Activity:** | **Assessor signature****& date:** |
| ***AC 4.2 Select and run suitable tests to make sure that the system and communication service are working successfully.*** |  |

**AC 4.3 Identify the help and troubleshooting facilities available to solve problems.**

|  |  |
| --- | --- |
| **Problem identified:** | **Appropriate help/troubleshooting facilities** |
| **1:** |
|  |  |
| **2:** |
|  |  |
| **3:** |
|  |  |

**AC 4.4 Respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action.**

|  |
| --- |
| **Fault type 1:** |
|  |
| **Appropriate help/troubleshooting facilities used:** |
|  |
| **Appropriate/resolution action take:** |
|  |

|  |
| --- |
| **Fault type 2:** |
|  |
| **Appropriate help/troubleshooting facilities used:** |
|  |
| **Appropriate/resolution action take:** |
|  |

|  |
| --- |
| **Error type 1:** |
|  |

|  |
| --- |
| **Appropriate help/troubleshooting facilities used:** |
|  |
| **Appropriate/resolution action take:** |
|  |
| **Error type 2:** |
|  |
| **Appropriate help/troubleshooting facilities used:** |
|  |
| **Appropriate/resolution action take:** |
|  |

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| --- | --- |
| **Assessor signature:**  | **Date:** |

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| Diary - Week 1 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

|  |
| --- |
| Diary - Week 2 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 3 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| --- |
| Diary - Week 4 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 5 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 6 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 7 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 8 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 9 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |

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| Diary - Week 10 |
|  |
| **Description Section** |
| **Date:****Activity:** **What I did today:**  |
| **Evaluation Section** |
| **How did you work/perform today (select one)?****10 - 9 Excellent 8 - 7 Very good 6 - 5 Good 4 - 3 Satisfactory 2 - 1 Basic** |
| **Please give an example of this.** |
|  |
| **Learner’s Signature:** |  |
| **Assessor’s Signature:** |  |