Level 3 - Unit 29 - Set Up an IT System (5 credits)

Platinum - Unit 29 - Improving Productivity Using IT

Relevant LINKS

BACK TO ITQ UNITS **[1]**

Handbook home page **[2]**

Overview (Under Development)

The candidate can set up a fully functioning IT system to meet specific needs in terms of resources, operating system, applications and storage. They also need to be able to connect the system to the wider network of computers to use these resources. Candidates will also check that it works before handing it over.

A work activity will typically be 'non-routine or unfamiliar' because the task or context is likely to require some preparation, clarification or research to separate the components and to identify what factors need to be considered. For example, time available, audience needs, accessibility of source, types of content, message and meaning, before an approach can be planned; and the techniques required will involve a number of steps and at times be non-routine or unfamiliar.

Example of context – an example might be to create a series of highly customised templates for a local company to improve aspects of their business work-flow: document templates with automated mail merges; spreadsheets with automatic tax calculation or databases with look-up fields for counties.

Activities supporting the assessment of this unit **[3]**

Example of work at this level **[4]**

Assessor's guide to interpreting the criteria

General Information

QCF general description for Level 3 qualifications

- Achievement at QCF level 3 (EQF Level 4) reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.

- Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

- Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

- Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others. Exercise autonomy and judgement within limited parameters information and ideas

Requirements

- Standards must be confirmed by a trained Platinum Level Assessor or higher

- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org certification site.

- Routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work will be available from their e-portfolios and on-line work. Assessors should ensure that relevant web pages and files are available to their Account Manager on request by supply of the URL.

- When the candidate provides evidence of matching all the criteria to the specification subject to the guidance below, the assessor can request the award using the link on the certification site. The Account Manager will request a random sample of evidence from candidates' work that verifies the assessor's judgement.

- When the Account Manager is satisfied that the evidence is sufficient to safely make an award, the candidate's success will be confirmed and the unit certificate will be printable from the web site.

- This unit should take an average level 3 learner 50 hours of work to complete.

Assessment Method

Assessors can score each of the criteria N, L, S or H. N indicates no evidence. L indicates some capability but some help still required. S indicates that the candidate can match the criterion to its required specification. H indicates performance that goes beyond the expected in at least some aspects. Candidates are required to achieve at least a S on all the criteria to achieve the full award.

Expansion of the assessment criteria

1. Candidates will select and connect up a personal computer safely with associated hardware and storage media to meet needs

1.1 I can explain the reasons for choosing different system components and how to avoid any compatibility issues between hardware and software

Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

1.2 I can explain any health and safety issues associated with setting up an IT system
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

1.3 I can explain the characteristics of IT systems that affect performance
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

1.4 I can select and connect up the components of an IT system safely, including any peripheral devices and storage media
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

2. Candidates will select and connect IT system to a communication service successfully to meet needs

2.1 I can explain the reasons for choosing a communication service
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

2.2 I can explain what effect variations in data transmission speed may have
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

2.3 I can select and connect communication hardware safely to an IT system
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

2.4 I can select and connect to a communication service from an IT system
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

2.5 I can explain the factors which influence choice of Internet Service providers
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

3. Candidates will install and configure operating system and application software for use

3.1 I can configure the user interface to meet needs
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

3.2 I can explain what security precautions need to be addressed for the system to be used securely online by several users
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Additional information and guidance
Candidates might describe

3.3 I can install, set up and configure virus protection and other security systems and software
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

3.4 I can explain the benefits and risks of using disk partitions or other backup locations
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

3.5 I can establish a backup routine for data and system
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

3.6 I can install, set up and configure application software to meet needs
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

4. Candidates will check that the IT system and communication service are working successfully

4.1 I can explain what system tests and communication tests are needed and why
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

4.2 I can select and run suitable tests to make sure that the system and communication service are working successfully
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

4.3 I can explain the range of help and troubleshooting facilities available to solve problems
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

4.4 I can establish procedures for recovery in the event of system faults or failure
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

4.5 I can respond to faults and error messages and use help and troubleshooting facilities to determine and take appropriate action
Candidates should be able to fully explain the purpose of their work and why using IT adds value to it in some way or ways.

Evidence: will be provided directly from the presentation of work in web pages that has clear purpose and describes the purpose of the work.

Additional information and guidance
Candidates might describe

Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialog with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements through reference to candidate e-portfolios and through signed witness statements associated with the criteria matching marks in the on-line markbook. Before authorizing certification, the Account Manager must be satisfied that the assessors judgements are sound.

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Source URL: https://theingots.org/community/sil3u29x

Links
[1] http://theingots.org/community/ITQ_unit_development
[2] http://theingots.org/community/handbook2
[3] http://www.theingots.org/community/ITQcourse1
[4] https://theingots.org/community/sites/default/files/uploads/user4/PupilFNC7.pdf

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');