

Level 2 Install and configure ICT equipment and operating systems

(7266/7267-403/7540-229)

e-Equals
Assignment guide for Candidates
Assignment C



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 and Guilds of London Institute 2009 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 locked 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* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

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

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

learnersupport@cityandguilds.com

Contents

Introduction – Information for Candidates	2
Level 2 Install and configure ICT equipment and operating systems (7266/7267-403)	3
Candidate instructions	3

Level 2 Install and configure ICT equipment and operating systems (7266/7267-403/7540-229) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Install and configure ICT equipment and operating systems (7266/7267-403/7540-229).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **3 hours**.

Level 2 Install and configure ICT equipment and operating systems (7266/7267-403/7540-229)

Candidate instructions

Time allowance: 3 hours

Assignment set up:

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

- Task A – Preparation for installation of hardware and software
- Task B – Installing and configuring
- Task C – Testing and, if needed, upgrading

Scenario

You have been asked by a recruitment agency to install an upgraded operating system and supporting software on an Internet ready computer. They want the computers to be configured appropriately to help a member of staff with low vision to access the system easily.

Task A – Preparation for installation of hardware and software

- 1 Identify **two** items of third party, assistive technology software that could be installed to help the vision impaired employee.
- 2 Identify **two** hardware devices that could be used to help vision impaired users access the computer more easily.

Task B – Installing and configuring

- 1 Identify **five** pre-installation procedures, including any health and safety precautions, which need to be taken before installing an operating system.
- 2 Identify **three** possible problems with the installation of an OS together with suitable solutions.
- 3 State **three** reasons to back-up user data and identify standard methods used.
- 4 Perform a back-up of user data to a suitable storage source.

Task C – Testing and, if needed, upgrading

- 1 Identify **four** possible reasons for upgrading OS software.
- 2 Describe the **main** software licensing features to be considered when installing OS software.
- 3 Describe **four** ways of registering software.
- 4 Inspect the system for suitability before installing an OS.
- 5 Install OS.
Carry out tests and record results.
- 6 Resolve any conflicts/errors that exist in an OS configuration.
Carry out tests and record results.
- 7 Install and configure security software.
Carry out tests and record results.
- 8 Install OS patches/upgrades/service packs.
Carry out tests and record results.
- 9 Identify **three** actions to be taken on completion of testing.
- 10 Demonstrate **five** system configurations that could improve accessibility for the vision impaired employee.
- 11 Demonstrate **two** ways of maximising usability of Internet browser settings for the vision impaired user.
- 12 Restore standard default settings to the OS.
- 13 Hand all paperwork and removable storage media to your Assessor. Ensure that your name is clearly identified on your work.
- 14 Sign above your name and hand all paperwork to your Assessor.

End of assignment

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

**City & Guilds is a registered charity
established to promote education
and training**